

HELPING COMMUNITIES PROSPER

Staff Progress Report

Fiscal Year 2020
Quarter Four

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Planning

Operational Area: Administration

Operational Manager: Stephane Phifer

Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
ON TO 2050 Integration Coordination (2019.017)	Continued developing recommendations on incorporating inclusive growth into LTA planning processes, including the project initiation, initial public engagement, and existing conditions analysis phases. The ON TO 2050 integration team also prioritized the topic of climate resilience for further exploration this year.	
FY2020 Budget - Planning (2019.026)	New Department activity reports have been created and a new time tracking system implemented. Procurement processes for the FY2020 consultant contracts are underway. One of eight procurements have been completed.	
GCoM USA - Climate Action Plan / MMC (2019.039)	GCoM has given the project team approval to use the 2015 Chicago Regional Greenhouse Gas Emissions Inventory as the baseline for the climate action plan. Following this approval, CMAP and MMC hosted a project kickoff/GHG mitigation workshop, which was attended by approximately 70 representatives of municipalities, counties, state agencies, not-for-profit organizations, and academic institutions. The team is currently developing a work plan for completing a climate vulnerability and risk assessment, and working to identify potential funding sources for conducting additional analysis and facilitating implementation.	
FY2020 Intern Program, Planning (2020.010)	Helped Rebecca close out her internship and Meagan with her fellowship. Also helped Caitlin and Isabella transition to part-time.	
FY2020 Intern Program, Research (2020.011)	Closed out Summer Internship for two interns. Transitioned Roxanna and Kyle from full-time to part-time schedule.	
Item/Project Area	Quarter 2	
ON TO 2050 Integration Coordination (2019.017)	Staff continued the internal discussion process to develop guidance for agency planners on how to incorporate ON TO 2050's inclusive growth goals into local projects. Conversations in Q2 focused on the ECR process	



	and resulted in two memo outlines detailing proposed ECR improvements and necessary, supportive actions for planning managers.
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities from the time tracking system have been developed. Procurement processes for the FY2020 consultant contracts are underway. One of nine FY2020 procurements have been completed and six more are in progress.
GCoM USA - Climate Action Plan / MMC (2019.039)	The project team has completed a draft of the climate risk and vulnerability assessment (CRVA), which is under review by CMAP staff and relevant stakeholders. A follow-up workshop was held in Itasca, and another will be held in Montgomery in January 2020.
FY2020 Intern Program, Planning (2020.010)	Intern oversight and task delegation.
FY2020 Intern Program, Research (2020.011)	Continued overseeing and assisting two year-long Planning Research interns.
Item/Project Area	Quarter 3
ON TO 2050 Integration Coordination (2019.017)	Phase one of the Including Growth Guidance for local planning project examining equity in project initiation, engagement, and existing conditions research concluded. Recommendations for internal process improvements were drafted.
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities for the time tracking system have been developed. Five of nine FY2020 procurements have been completed. A procurement for a task order Planning Services Contract is in progress and the remaining four project procurements will be completed under that contract.
GCoM USA - Climate Action Plan / MMC (2019.039)	Continued outreach to CMAP working committees, advisory committees, and the MPO Policy Committee. Worked with the consultant team to develop draft emissions reductions targets, and rescope workshop #2.
FY2020 Intern Program, Planning (2020.010)	Continued to provide support for current interns and began hiring process for new intern group slated to start in June. Selected the 2020 Peters Fellow with the Advisory Committee.
FY2020 Intern Program, Research (2020.011)	Continued interns oversight. Coordinated remote-work transition and tasks re-assignments. Began 2020 hiring process for Summer and year-long interns. Selected 2020-21 NUPIP Fellow.
Item/Project Area	Quarter 4 Progress
ON TO 2050 Integration Coordination (2019.017)	Finalizing Including Growth Guidance
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities for the time tracking system have been developed. Five of nine FY2020 procurements have been completed. The procurement for a task order Planning Services Contract is complete and the remaining four project procurements are in progress to be completed under that contract.



GCoM USA - Climate Action Plan / MMC (2019.039)	Continued outreach to stakeholders and subject matter experts, including research, academic, municipal, and policy leaders. The project team partnered with the National Oceanic and Atmospheric Administration (NOAA) to host a series of four webinars on adaptation, in lieu of an in-person workshop. The team has finalized GHG emissions mitigation targets, and is working to identify/model mitigation and adaptation actions for the final plan.	
FY2020 Intern Program, Planning (2020.010)	Closed out internship for current interns and complete the hiring and onboarding process for new interns and Peters Fellow.	
FY2020 Intern Program, Research (2020.011)	Closed out year-long 2019-20 internships. Completed the hiring process for year-long 2020-21 interns. Coordinated onboarding for new interns. Developed Draft Work Plans for Interns and NUPIP Fellow. Collaborated with HR and other groups' Coordinators.	
Item/Project Area	FY21 Quarter 1 Objectives	
ON TO 2050 Integration Coordination (2019.017)	Finalize Including Growth Guidance and begin implementation	
FY2020 Budget - Planning (2019.026)	Project completed Q4 FY2020.	
GCoM USA - Climate Action Plan / MMC (2019.039)	Finalize mitigation and adaptation recommendations and complete a near-final draft of the plan document.	
FY2020 Intern Program, Planning (2020.010)	Project completed Q4 FY2020.	
FY2020 Intern Program, Research (2020.011)	Project completed Q4 FY2020.	
Operational Area: Local Technical Assistance (LTA) Program		
Operational managers: Jason Navota, Kristin Ihnchak, Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): CMAP Local Technical Assistance (LTA) Program Publication
Item/Project Area	Quarter 1	
Fall CMAP Events (2020.012)	Six events were planned for and held in fall 2019 to highlight CMAP's services, ON TO 2050 priorities, and the 2019 call for LTA and Community	

	Planning projects. Events took place in Aurora, Calumet Park, Chicago, Elgin, Joliet and North Chicago and were well attended and well received.
2019 Call for Projects (2020.016)	In conjunction with the RTA, a call for projects was opened on September 17 for the LTA and Community Planning programs. Major outreach was accomplished through a series of regional forum events highlighting various agency priority topics.
Item/Project Area	Quarter 2
Fall CMAP Events (2020.012)	Two Events occurred in Quarter 1 (September - Aurora and Joliet), and 4 Events occurred in Quarter 2 (October - North Chicago, Calumet Park, Elgin, Chicago). In Quarter 2, CMAP staff debriefed to discuss lessons learned, and began to think about if/when we will conduct a similar series of events.
2019 Call for Projects (2020.016)	The call for projects closed on October 18, and staff received 82 applications from 71 different applicants. Staff spent Q2 evaluating the applications, and chose 28 applications with the highest potential for selection to further investigate and discuss internally. The evaluation included an internal component consisting of CMAP staff from various departments, as well as an external component soliciting feedback from CMAP's working committees, technical assistance provider partners, transportation and transit agency partners, county planning directors, and the Departments of Housing, Planning, and Transportation in the City of Chicago.
Item/Project Area	Quarter 3
Fall CMAP Events (2020.012)	Project completed. Lessons learned will be part of part of the overall re-evaluation of the LTA competitive project solicitation and project selection process.
2019 Call for Projects (2020.016)	14 new projects for CMAP FY2021 were recommended by staff and approved by the CMAP Board on March 11, 2020. All applicants were notified, and discussions were begun with each successful applicant on the next steps in advance of project initiation. A draft publication highlighting the 14 new projects was released to the CMAP Coordinating Committee, Board, and MPO Policy Committee.
Item/Project Area	Quarter 4 Progress
Fall CMAP Events (2020.012)	Project completed Q3 FY2020.
2019 Call for Projects (2020.016)	CMAP developed and release an official press release, including a final version of the informational publication.
Item/Project Area	FY21 Quarter 1 Objectives
Fall CMAP Events (2020.012)	Finalize Including Growth Guidance and begin implementation
2019 Call for Projects (2020.016)	Project completed Q4 FY2020.
Operational Area: Local Capacity Building Program Administration	



Operational Manager: Vacant Principal Planner		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Final report (2018.010); Annual report (2018.011)
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Local Capacity Program (2018.009)	Staff continued development of program through Group 1 ESP activities and analysis of Group 2 candidate communities.	
Chicago Community Trust - Grant Application for Local Capacity Program (2018.010)	Partnership meeting was held at Metropolitan Planning Council on June 6 to discuss grant progress. Internal grant meetings held quarterly with CMAP grant team.	
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	Internal grant team meetings held quarterly with grant team. Preparation of annual report to foundation.	
Leadership Academy (2019.007)	Staff initiated scoping for program development activities in Q1.	
Item/Project Area	Quarter 2	
Local Capacity Program (2018.009)	Completed program reporting to funders. Continued assessment of priority characteristics and potential candidate municipalities for ESP Groups 2 and 3.	
Chicago Community Trust - Grant Application for Local Capacity Program (2018.010)	Project grant was successfully closed out under the leadership of MMC on 11/1/19. A final report was developed with MPC and submitted to CCT on 12/11/19.	
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	An annual report and extension request for the grant was submitted on 10/31/19 by the grant team. Program Officer Craig Howard provided positive feedback on the report and Year 1's program progress. The extension request for Year 3 was approved and it was noted that payment for Year 2 would be delayed until Year 3, as a result.	
Leadership Academy (2019.007)	Project scoping.	
Item/Project Area	Quarter 3	
Local Capacity Program (2018.009)	Finalized candidate criteria for ESP Groups 2 and 3 and discussed potential candidates with leadership and stakeholders.	
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	CMAP provided MacArthur with an update on how the agency is managing the ESP program amidst emerging COVID-19 challenges. A follow up video conference with Program Officer Tawa Mitchell is	



	scheduled in two weeks to discuss any additional support that may be needed from the foundation.	
Leadership Academy (2019.007)	Completed ON TO 2050 implementation training needs assessment, and continued assessment of existing professional development and training landscape in NEIL. Continued external stakeholder & partner engagement to help inform program options.	
Item/Project Area	Quarter 4 Progress	
Local Capacity Program (2018.009)	Pivoted from Q3 selection trajectory to reconsider ESP program goals and operations given the impacts of COVID19 on CMAP and municipal partners. Team initiated discussions to determine optimal program transitions in light of existing and near-term conditions.	
MacArthur Foundation - Grant Program for Local Capacity Building (2018.011)	ESP program brainstorming summits are near complete and updates will be shared with MacArthur Foundation Program Officer once internally finalized to seek approval.	
Leadership Academy (2019.007)	Determined need to rerun assessments of existing professional development and training landscape given shifts in topical training needs resulting from COVID-19 and substantial format changes in virtual professional development.	
Item/Project Area	FY21 Quarter 1 Objectives	
Local Capacity Program (2018.009)	Reach team consensus on programs next steps that best utilize available resources to achieve program goals to support communities without the benefit of planning staff and deliver for senior management consideration.	
MacArthur Foundation - Grant Program for Local Capacity Building (2018.011)	Follow up meeting with Program Officer to present scope and budget change requests. Annual report to MacArthur will reflect such changes and be incorporated in report narrative due October 1, 2020.	
Leadership Academy (2019.007)	Complete remaining assessments and draft summary memo, distribute findings, and initiate discussion workshops.	
Operational Area: Planning Research		
Operational manager: Laurent Ahiablame		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): TIP Atlas (2019.045)
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation



Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): 2020 Community Data Snapshots (2020.029)
Item/Project Area	Quarter 1	
Census Agency Administrator and Data Coordination (2010.013)	No activity in Q1.	
Regional Socioeconomic forecasting (2021.020)	Finalized critique of ON TO 2050 forecast process and scheduled a meeting (to be held in Q2) for interested/involved staff to discuss how we should move forward with forecasting for the ON TO 2050 Update and beyond.	
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continued data updates. Trained Avery Goods on entry/update tools. Worked with David Clark on database modifications needed for land use modeling.	
Small Areas Estimates of Employment Database Maintenance (2010.019)	Data updates to 2015 file. Worked with IT on a new data security scheme and submitted it to IDES for approval.	
Mapping Innovations (2019.044)	Held a few conversations to decide on roles expected duties and possible deliverables. First work requested is reference maps for the LTA FY20 call for projects.	
Data Visualization Innovations / Application Development (2019.045)	Developed version 1 of the TIP Atlas, a GIS-based web mapping tool requested by the TIP team to generate a series of maps displaying TIP projects by legislative districts. Currently we have completed version 1, demoed the tool to the TIP team, and anticipate completing the tool this quarter.	
Internal Data Depot (2020.024)	Current quarter we have added 2 new datasets to the depot that include the Local Strategy Maps and Sidewalk Inventory. We have updated 5 exiting datasets that include the National Land Cover dataset (2004,08,13,16), McHenry Assessor, IRIS, CoStar, and CTA. Conducted data and information services survey.	
External Data-sharing Hub (2020.025)	Added 2 new datasets to the data hub that include the sidewalks inventory data and web services link and the ABM calibration/validation report data.	
Developments of Regional Importance (DRI) requests (2020.026)	Started reviewing the DRI process. No new large-scale development to trigger a review has been reported to us.	
Land Use Inventory Maintenance (2020.027)	Intermediate-level classifications completed for Cook County; Lake County 75% complete. All other counties completed in earlier quarters.	
Community Data Snapshots (2020.029)	Exploring the Census API as an input to the CDS process as we await the next release of the ACS.	
Bike/pedestrian count database (2020.030)	No activity in Q1.	



Bikeways Inventory (BIS) Maintenance (2020.031)	Regional Greenways and Trails Plan features have been updated to reflect the latest IDOT letting.
Land Use Recommendations Inventory (2020.032)	No activity in Q1.
Item/Project Area	Quarter 2
Census Agency Administrator and Data Coordination (2010.013)	(1) Developed presentation on CMAP's use of Census data for MMC's Census Ideas Exchange workshops; presentations delivered by David Clark (12/2), Elizabeth Scott (12/9), and Jane Grover (12/10). (2) Jessica Matthews downloaded & formatted the 2014-18 American Community Survey data needed for the next round of Community Data Snapshots.
Regional Socioeconomic forecasting (2021.020)	Held regional forecast summit meeting with senior & other interested staff to discuss issues and approaches for the 2022 and 2026 Plan cycles.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continued database updates and maintenance. Developed RFP to engage consultant in evaluating & recommending improvements to NDD. Posted Q2 snapshot to Data Depot.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Data updates to 2015 file. Worked on analysis of 2015 data at the tract level for cluster analysis project.
Mapping Innovations (2019.044)	Completed the LTA call for project maps. Supplied one off map for Calumet Park at Patrick Day's request.
Data Visualization Innovations / Application Development (2019.045)	The TIP Atlas mapping generation tool has been completed, documented, and demoed to TIP staff.
Internal Data Depot (2020.024)	Updates to existing datasets including Kane County, DuPage County GIS, McHenry County Tax Assessments, IDOT Crash Data, and NDD were made and posted to the Data Depot.
External Data-sharing Hub (2020.025)	No updates.
Developments of Regional Importance (DRI) requests (2020.026)	No activity in Q2.
Land Use Inventory Maintenance (2020.027)	All intermediate-level classifications completed. Continuing QA work.
Community Data Snapshots (2020.029)	The primary input for the CDS, ACS 2014-2018 data, has been prepped for the 2020 release. A new method for accessing the data is now available to make the process more flexible by tapping directly into the Census API. The method has been presented to R&A along with detailed documentation.
Bike/pedestrian count database (2020.030)	No activity in Q2.



Bikeways Inventory (BIS) Maintenance (2020.031)	Staff transition discussions and re-assignment.
Land Use Recommendations Inventory (2020.032)	Met with R/A group to discuss improvements to LUI recommendations.
Item/Project Area	Quarter 3
Census Agency Administrator and Data Coordination (2010.013)	Downloaded vintage 2019 Census Estimates for counties; posted on internal data library
Regional Socioeconomic forecasting (2021.020)	Began writing scope for the ON TO 2050 Update regional socioeconomic forecast.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continue Database updates and maintenance. Issue RFP for NDD improvements; evaluate proposals and make selection.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Obtain new data from IDES and start processing it.
Mapping Innovations (2019.044)	A proposed plan has been put together and shared with management on how to proceed. The first step was to create a working group, but due to the COVID 19 stay at home, that has been essentially put on hold. I am formulating a way to do this via Teams.
Data Visualization Innovations / Application Development (2019.045)	Began drafting reference guide to list and describe relevant datasets from the Trip-Based Model to include in the update scenario comparison template.
Internal Data Depot (2020.024)	Posted to the CMAP data library in Q3: 2019 Census county population estimates, 2014 - 2018 American Community Survey, FEMA flood zones, 2015 employment summarized at the census tract level, and annual updates from Kendall, Lake, and Will Counties
External Data-sharing Hub (2020.025)	Data associated with Illinois Indiana Sea Grant water and sewer rate survey of Northeastern Illinois region utilities was posted for the years 2009, 2015, 2017 and 2019
Developments of Regional Importance (DRI) requests (2020.026)	No major project to trigger a DRI review.
Land Use Inventory Maintenance (2020.027)	QC of 2015 Land Use Inventory 90% complete.
Community Data Snapshots (2020.029)	Updated numerous input datasets for the 2020 snapshots.
Bike/pedestrian count database (2020.030)	No activity in Q3



Bikeways Inventory (BIS) Maintenance (2020.031)	Revised adopted LTA plans and recorded information about new bikeways recommendations.
Land Use Recommendations Inventory (2020.032)	No updates to report.
Item/Project Area	Quarter 4 Progress
Census Agency Administrator and Data Coordination (2010.013)	Download & post new 2019 releases: housing units (by county) and population (by municipality).
Regional Socioeconomic forecasting (2021.020)	Continued scope/RFP development for Plan Update demographic (in-house) and employment (consultant-led) forecasts.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continue adding/updating according to UrbanSim priorities. Continue research on municipal websites.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Project on hold awaiting final signed data sharing agreement from IDES, and acquisition of the data.
Mapping Innovations (2019.044)	No activity in Q4
Data Visualization Innovations / Application Development (2019.045)	Complete reference guide and develop model scenario comparison template for use by staff.
Internal Data Library (2020.024)	Added to the Data Depot in Q4: updated Divvy stations, Dun & Bradstreet 2020 (geocoded), NAVTEQ/Here streets, Census 2019 population estimates by municipality, IDNR nature preserves and T&E species.
CMAP Data Hub (2020.025)	Updated versions of earlier Land Use Inventories were posted (2010 v3, 2013 v2).
Developments of Regional Importance (DRI) requests (2020.026)	No new large-scale development to trigger a review has been reported to us. No activity to report.
Land Use Inventory Maintenance (2020.027)	Complete QC of 2015 Land Use Inventory and begin assembly of final product.
Community Data Snapshots (2020.029)	Updated remaining input datasets where possible. Generated and published 2020 snapshots.
Bike/pedestrian count database (2020.030)	No activity in Q4
Bikeways Inventory (BIS) Maintenance (2020.031)	Continued cross-referencing information regarding new planned or completed bikeways. Data collected. Regional coverage evaluated.
Land Use Recommendations Inventory (2020.032)	No activity in Q4



Item/Project Area	FY21 Quarter 1 Objectives	
Census Agency Administrator and Data Coordination (2010.013)	No major Census releases expected in Q1. Discuss strategy for developing PUMA Microdata Areas per Bureau of the Census requirements with SDC staff at NIU.	
Regional Socioeconomic forecasting (2021.020)	Finalize scope and initiate procurement process for demographic support work (IGA) ad employment forecast (RFP). Begin in-house data collection and development of demographic forecast model.	
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continue adding/updating according to UrbanSim priorities. Continue research on municipal websites. Develop list	
Small Areas Estimates of Employment Database Maintenance (2010.019)	Obtain data from IDES and begin processing.	
Data Visualization Innovations / Application Development (2019.045)	Develop model validation tools and a Census API for custom geographies.	
Internal Data Library (2020.024)	Annual Kane County data update; 2019 tax assessments for Will & Lake Counties; other data as they are made available.	
CMAP Data Hub (2020.025)	Update Community Data Snapshots raw CSV files; other data TBD based on new data availability.	
Developments of Regional Importance (DRI) requests (2020.026)	No major development is expected. Continue to watch for the need for a DRI review.	
Land Use Inventory Maintenance (2020.027)	Complete QC of 2015 Land Use Inventory and begin assembly of final product. Complete pre-processing of 2018 Land Use Inventory and begin classifying the changed parcels.	
Community Data Snapshots (2020.029)	Review QA/QC procedures and develop FY21 update schedule.	
Bike/pedestrian count database (2020.030)	No updates planned in Q1	
Bikeways Inventory (BIS) Maintenance (2020.031)	Train NUPIP fellow on the process. Start digitizing adopted LTA recommendations. Prioritize areas for outreach.	
Land Use Recommendations Inventory (2020.032)	No updates planned in Q1	
Operational Area: Housing Planning		
Operational manager: Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation



Quarterly report Q2 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Kickoff project as a subcontractor to Enterprise Community Partners. Attend team meetings. Process HUD required data. Gather and process locally provided data.	
Item/Project Area	Quarter 2	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Gathered additional local data. Process and map HUD and locally provided data. Draft v2 of the existing conditions analysis documents for 7 sub-regional groupings. Help facilitate discussion of existing conditions findings and project next steps. Other items requested by the prime contractor.	
Item/Project Area	Quarter 3	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Review comments on v2 draft existing conditions analysis documents. Create v3 documents, including mapping HUD and locally provided data. Other items requested by the prime contractor.	
Item/Project Area	Quarter 4 Progress	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Project completed Q3 FY2020. Final billing complete.	
Operational Area: Water Resources Planning (* Non-UWP Deliverable)		
Operational manager: Jason Navota		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Kane County: Mill Creek Watershed-based Plan	Steering Committee meeting held Aug. 27. Final plan completed and transmitted to Illinois EPA for review on Sept. 30.	



(FY2017-2018 WQMP Grant) (2017.719)	
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Staff reviewed and provided requested information and recommended edits for the draft intergovernmental agreement (IGA) with Illinois EPA.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	As part of the regional outreach efforts, staff have continued to present the findings of the regional water demand forecast, including two workshops as part of the Metropolitan Planning Council's Drinking Water 1-2-3 Academy. Staff are conducting a literature review of groundwater management models and supporting the Northwest Water Planning Alliance through strategic planning sessions and outreach efforts. The consultant contract for outreach efforts in Will County around water conservation was renewed.
Integrated Water Strategy / Water Engagement Strategy (2021.005)	Produce briefing papers for IDNR, IEPA. Continue conversations with agencies about future water related work.
Item/Project Area	Quarter 2
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Plan approved by Illinois EPA. Staff addressed and incorporated comments received from Steering Committee members.
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	IGA with Illinois EPA fully executed on Nov. 4. Staff began developing project timeline and resources documents, researched surface water quality modeling tools, and began process of refining the watershed boundary with datasets requested from project partners.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff finished a literature review of groundwater governance frameworks, launched water supply planning components for two Local Technical Assistance plans, and began drafting several policy updates on available water data, lawn ordinances, and water loss. Staff began a literature review of demand forecast methodologies to inform future regional demand forecast work. For the Northwest Water Planning Alliance, staff drafted an update of their strategic plan, assisted with meetings and continued outreach efforts. In addition, staff began updating the Alliance's website.
Integrated Water Strategy / Water Engagement Strategy (2021.005)	Draft four proposals for IEPA: WQMP; Watershed Watch; IWRMP; SRF Infrastructure. Continue conversations with agencies about future water related work.
Item/Project Area	Quarter 3
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Project completed Q2 FY2020



Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Formed Advisory Team (AT). Collaborated with AT partners and made final decision on watershed planning area boundary for watershed resource inventory purposes. Researched and selected hardware and ArcGIS application options to facilitate field data collection (stream physical conditions, detention basins assessment); began hardware procurement process. Corresponded with consultant and conferred with AT members regarding watershed pollutant load modeling approaches and the consultant's proposals.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff organized a steering committee and held the first of three meetings on March 5, 2020 to guide the assessment of different groundwater governance models. Staff also met with the Illinois State Water Survey to discuss how to streamline data sharing in preparation for the next water demand forecast. Staff completed a literature review of demand forecast methodologies to inform future regional demand forecast work and began drafting a memo outlining next steps. Staff made progress on completing the existing conditions memos on water supply for two LTA comprehensive plans. Staff organized a new regional dataset on water and sewer rates and drafted a policy update announcing the new dataset and how to use it. For the Northwest Water Planning Alliance, staff launched an updated website, worked with executive committee to adopt the 2020-2024 strategic plan, and continue with meeting support and outreach assistance, including meetings with COG directors. Staff worked with MPC, the consultants for Will County, support to complete outreach and education tasks. CMAP provided direct assistance to members of the Southwest Water Planning Group in understanding population, employment, and water demand forecasts for their municipalities.
Integrated Water Strategy / Water Engagement Strategy (2021.005)	Continued to discuss expanding the water program with IEPA and IDNR to include drinking water infrastructure technical assistance to high need communities, expanded water quality programming, and water supply planning.
Item/Project Area	Quarter 4 Progress
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Advisory Team meeting held April 9. Procurement of tablet and waterproof case completed to facilitate stream and detention basin field assessments. Planning area boundary finalized with addition of adjoining direct drainage areas to Fox River. Began preparing maps and tabulating associated data for the watershed resource inventory (WRI). Collaborated with a pre-qualified CMAP consultant to finalize scope of work for updating and applying the Fox River Watershed HSPF model to Indian Creek, procured additional funding from the Fox River Study Group to support the HSPF modeling work, and prepared a Project Authorization Order (PAO). Project webpage established on Fox River Ecosystem Partnership website.
Water Supply Planning Fund for Northeastern	Staff completed this project, including a memo reviewing Illinois' current groundwater governance, a memo summarizing proposed changes to the



Region (FY2019 - FY2020 IDNR Grant) (2019.035)	regional water demand forecast, water supply planning components for two LTA comprehensive plans. Staff also completed two policy updates on water supply issues for distribution via the CMAP weekly and website. For the NWPA, staff continued outreach with COG directors on partnership opportunities, as well as meeting and outreach assistance. Staff worked with MPC, the consultants for Will County support, to complete outreach and education tasks.	
Integrated Water Strategy / Water Engagement Strategy (2021.005)	Continued to discuss and revise draft of IEPA SRF proposal with IEPA. Complete draft of IDNR Regional Water Supply Planning proposal for 1-3 years sent to IDNR for consideration.	
Item/Project Area	FY21 Quarter 1 Objectives	
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Fully execute PAO with consultant for HSPF modeling work (July 1 target); provide datasets to consultant as agreed. Discuss COVID-19 impacts on project tasks with Illinois EPA; request one-month extension for draft and final WRI submittal to August 31 and November 30, respectively (approved). Submit quarterly report to Illinois EPA by July 15. Continue WRI development; submit draft to Illinois EPA by August 31. Develop ESRI ArcGIS Collector app for stream physical conditions assessment field work; begin field work. Form Steering Committee and hold an initial meeting, in-person if possible. Begin preparing the watershed resource inventory (draft due to IEPA end of July).	
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Project completed Q4 FY2020	
Integrated Water Strategy / Water Engagement Strategy (2021.005)	Complete draft of IEPA SRF proposal acceptable to IEPA. Respond to requests for information or edits to IDNR Regional Water Supply Planning proposal for 1-3 years.	
Project: Local Technical Assistance (LTA) 2017 Project Group (2017.014)		
Program managers: Jason Navota, Kristin Ihnchak, Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Key recommendations memo (2017.700); Draft Existing Conditions Report (2017.702); Re-Imagine Channahon Comprehensive Plan draft August 2019 (2017.707); Rt. 83 Corridor Land Use Plan - Recommendations Memo (2017.711); Draft and Final Study reports. (2017.713); Final draft scope of work. (2017.717); Unified Development Ordinance Module 1. (2017.725); Existing Conditions Report (2017.727);



		and Belmont Cragin Avenues for Growth - August 2019 (2017.728)
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Northern Lakeshore Trail Connectivity Plan Existing Conditions Report (2017.702); Unified Development Ordinance (UDO) re districts, uses, development standards, and signs. (2017.706); Draft plan (2017.709); Key recommendations memo (2017.711); Draft Streetscape Improvement Plan. (2017.720); Draft Neighborhood Plan and Intersection Engineering Concepts (2017.724); Module 1: Administration and Module 2: Subdivisions, Uses, Districts (2017.725); Online interactive map, Key Findings, Draft Toolbox, and Priority Corridors Map (2017.727); Draft Zoning Ordinance (2017.734)
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Northern Lakeshore Trail Connectivity Plan - Key Recommendations Memo (2017.701); Calumet Park Vision and Goal Statement (2017.705); UDO Deliverable #4: administrative procedures, planned unit developments, and nonconformities (2017.706); IL-83 Future Land Use Corridor Plan (2017.711); Module 2 of UDO - subdivisions, districts, and uses (2017.725); NWMC Multimodal Transportation Plan (2017.727).
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): CBCAC Plan (2017.709); Matteson Streetscape Improvement Plan (2017.720); Montgomery Module 2: Subdivisions, Uses, Districts (2017.725)
Item/Project Area	Quarter 1	
Algonquin and Cary: Subarea Plan (2017.700)	Staff conducted outreach at community events and drafted and revised the key recommendations memo based on feedback from the Villages and steering committee. The consultant finalized the market analysis report.	
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Quarter 1 -- Conducted stakeholder interviews, launched online interactive map, carried out ongoing outreach and engagement activities, and prepared ECR. Public workshop held in Sept. Initial draft of Complete Streets model policy prepared.	



Beecher: Comprehensive/Land Use Plan (2017.703)	A public hearing was held on September 26 to present the Draft Comprehensive Plan. The Village Board adopted the Beecher Comprehensive Plan on October 15.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Phase I and II public outreach and community visioning events were completed by consultant in Q1, assisted by Staff.
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates completed work on district specific standards.
Channahon: Comprehensive Plan Update (2017.707)	Consultant produced the draft plan. CMAP and Channahon reviewed and provided comments on the draft plan. Because of consultant delays in producing the draft plan and the number of edits required by the draft plan, CMAP extended the consultant's contract until December 31, 2019.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Staff is currently drafting the Parking Management Plan. A draft should be ready for stakeholders and steering committee members to review in November.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Staff is reviewing the draft Recommendations Memo, which will be sent to the Steering Committee and stakeholders in early November.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Draft existing conditions report is complete; currently being laid out in InDesign by LTA InDesign team and Communications staff.
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Continued collection of public input through online survey and interactive mapping tool; Key Rec Memo prepared; Draft Study Report prepared.
Justice: I&M State Trail Extension Feasibility Study (2017.717)	Open House held to present draft report; refined/incorporated all comments and finalized draft corridor report.
Kane County Innovative Land Use Strategy (2017.718)	Finalized the scope of work, compiled a list of stakeholders to invite to the advisory committee and to the project's workshops. Worked with Kane County to complete the resolution and MOU to initiate the project. Researched transfer of benefits programs and frameworks from around the country.
Matteson: Streetscape Improvement Plan (2017.720)	Completed the Existing Conditions Report (ECR). Consultant held focus group interviews with community stakeholders on the afternoon of August 28 and met with the steering committee later that evening to review the draft ECR. On September 19, the consultant team held a public workshop with community residents, stakeholders, and business leaders to determine priorities for improvements along each of the corridors.



McHenry County: Coordinated Investment Study (2017.723)	Continued interviews and research on best practices and collecting data and information from local governments. Continued outreach to special districts to build buy-in. Worked with advisory committee to plan a series of focus group workshops with staff and officials.
McKinley Park: Neighborhood Plan (2017.724)	Completed Recommendations Memo and forwarded to DPD, CDOT, CTA, County DOT, and MPC for review. Discussed recommendations with the Steering Committee on September 24. Held an ETOD panel with community residents on September 18, and a public workshop on October 16 to gather input from residents on the draft recommendations.
Montgomery: Zoning Ordinance Update (2017.725)	CMAP staff sent the Village Module 1 of 3, covering UDO administration.
North Avenue Corridor Plan (2017.726)	Drafting final plan and working with CDOT to incorporate the findings from their traffic safety and mobility study.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	The existing conditions report has been posted to the project website and the consultant is developing concept designs for improved crossings at two locations, incorporating more information from Metra for station access, and making plans for public engagement to present the recommendations.
The Northwest Side Housing Center (NWSHC): Belmont Cragin Business and Economic Development Plan (2017.728)	Consultant produced the final plan and that document was accepted by CMAP and Northwest Side Housing Center.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Completed Recommendations Memo and forwarded to Village for review. Discussed Recommendations with Village Administration and proceeding on writing draft plan.
Summit: Zoning Code Update (2017.734)	Duncan Associates continued work on drafting the Zoning Ordinance.
Item/Project Area	Quarter 2
Algonquin and Cary: Subarea Plan (2017.700)	Draft plan developed and reviewed by Village staff. Visualization contract initiated with SCB.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Finalized ECR, convened SC for 2nd meeting (Oct.), drafted Key Rec Memo.
Beecher: Comprehensive/Land Use Plan (2017.703)	The Village of Beecher formally adopted the Comprehensive Plan on October 16, 2019. Closed out project.
Calumet Park: Comprehensive Plan /	Public visioning event was held 10/9. DRAFT Vision and Goals Statement was received and distributed for comment.



CDBG Stormwater Plan (2017.705)	
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates (HLA) provided Carol Stream and CMAP staff with draft portions of the Unified Development Ordinance (UDO) re districts, uses, development standards, and signs.
Channahon: Comprehensive Plan Update (2017.707)	Community adopted final plan.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Steering Committee members provided comments on the draft plan. Staff is addressing those comments and plans to have a final draft for internal review in January.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Steering Committee members and CMAP staff reviewed the recommendations memo in November. The report was sent to other partners in December. The Consultant is now revising the final draft and preparing for two Community Workshops in January.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Finalized design version of the report. Provided report to community.
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Finalized study. Convened Steering Committee for meeting on report and next steps.
Justice: I&M State Trail Extension Feasibility Study (2017.717)	Project completed Q2 FY2020. Final deliverable received.
Kane County Innovative Land Use Strategy (2017.718)	Completed MOU with Kane County, whose Board passed a resolution in support of the project. Planned external kickoff meeting with Kane County.
Matteson: Streetscape Improvement Plan (2017.720)	Village and CMAP staff reviewed drat Streetscape Improvement Plan. Consultant revised draft plan.
McHenry County: Coordinated Investment Study (2017.723)	The project team completed five well-attended workshops with staff and officials from McHenry County government districts. The team is processing the input from the workshops and other project activities and research.
McKinley Park: Neighborhood Plan (2017.724)	Gewalt Hamilton Associates completed engineering work that assess and presents improvement concepts for six conflict intersections in McKinley Park. CDOT reviewed draft concept plans and CMAP staff is now incorporating concept work into draft plan. Ongoing internal review by project director.



Montgomery: Zoning Ordinance Update (2017.725)	CMAP staff provided Village staff with Module 1 of 3 re administration and Module 2 of 3 re subdivision, uses, and districts for the Unified Development Ordinance (UDO).
North Avenue Corridor Plan (2017.726)	Draft plan was in development. CDOT's traffic and safety study, which will be incorporated into final plan, was restarted.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	The consultant has developed an outline of the plan and various components of the plan, including an online bike corridor map, an interactive sidewalk map, and the toolbox of approaches. A draft plan is expected in early February. They held one pop-up workshop in November, and a member Open House. In December, they held two more pop-up workshops at local events.
The Northwest Side Housing Center (NWSHC): Belmont Cragin Business and Economic Development Plan (2017.728)	Project completed Q1 FY2020 and the final invoice was processed and project closed out.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	CMAP and the Village held a Steering committee meeting and held monthly coordination meeting with all partners involved.
Summit: Zoning Code Update (2017.734)	Duncan Associates provided Summit and CMAP staff with draft Zoning Ordinance and led a meeting to discuss the high-level changes from the existing Ordinance.
Item/Project Area	Quarter 3
Algonquin and Cary: Subarea Plan (2017.700)	The steering committee met to review the draft plan on January 27. After receiving feedback from the committee and regional partners, the draft plan was revised to present to the public. Staff began to prepare for the draft plan open house, which has been postponed due to the COVID-19 pandemic.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Consultant completed the key recommendations memo, held a steering committee meeting, and began work on the draft plan.
Beecher: Comprehensive/Land Use Plan (2017.703)	Project completed Q2 FY2020.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Facilitated internal review of Vision and Goals Statement with all Village departments, discussed document at January Steering Committee, and finalized.
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates completed Deliverable #4 of the UDO, which includes administrative procedures, planned unit developments, and



	nonconformities. Village staff has reviewed this document. CMAP staff will review in Q4 and meet with both parties to discuss.
Channahon: Comprehensive Plan Update (2017.707)	Project completed Q2 FY2020. Processed final invoice.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	The final plan was approved by the Steering Committee and an executive summary was drafted and translated into Chinese. Project partners are reviewing the translation, and CMAP staff is preparing the graphics for final publication. Project partners have been economically devastated by Coronavirus and parking is one of the lower concerns at the moment. The implementation of the project will be postponed.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Final plan was reviewed by all communities and a presentation to the DuPage County Board on March 17th was postponed due to Coronavirus. The Board is looking into a virtual presentation.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Project completed Q2 FY2020
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Project completed Q2 FY2020
Kane County Innovative Land Use Strategy (2017.718)	Held external kickoff with Kane County. Continued background research. Assembled a steering committee.
Matteson: Streetscape Improvement Plan (2017.720)	Held public open house with Village residents on January 30th to review draft Plan. On March 24, Steering Committee met virtually via Microsoft Teams to review updates to the final Draft Streetscape Improvement Plan.
McHenry County: Coordinated Investment Study (2017.723)	Created a series of memos summarizing research and outreach results, including lessons learned from stakeholder engagement and workshops from late 2019 and a recommendations memo to guide the final study.
McKinley Park: Neighborhood Plan (2017.724)	Staff finalized final draft plan revisions for partner review in April 2020.
Montgomery: Zoning Ordinance Update (2017.725)	Began review of Module 2 with Village staff (subdivisions, districts, and uses). Completed Module 3 with CMAP staff (parking, landscaping, signs).
North Avenue Corridor Plan (2017.726)	Draft plan underway.
Northwest Municipal Conference (NWMC) Multimodal	The final plan was adopted by the Northwest Municipal Conference.



Transportation Plan (2017.727)	
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Draft Plan continued to be crafted and edited by Project Team.
Summit: Zoning Code Update (2017.734)	Duncan Associates completed draft of Zoning Ordinance and reviewed it with pertinent Village staff, including Zoning Map. CMAP reviewed document as well and sent recommendations for revisions.
Item/Project Area	Quarter 4 Progress
Algonquin and Cary: Subarea Plan (2017.700)	Draft plan sent to Algonquin and Cary for review. Began to prepare for virtual open house.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Consultant coordinated draft plan edits from IDNR, CMAP, village staff, and stakeholders. The draft plan was completed and delivered in June.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Facilitated staff review of full draft plan and returned comments to consultant. Determined format and tentative date for virtual public open house.
Carol Stream: Zoning Code Update (2017.706)	Draft UDO is complete and ready for Steering Committee review.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Completed graphic design of executive summary and plan.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Project completed Q3 FY2020
Kane County Innovative Land Use Strategy (2017.718)	Due to project delays and challenges presented by pandemic, this project has been cancelled.
Matteson: Streetscape Improvement Plan (2017.720)	Consultant coordinated multiple rounds of final plan edits from CMAP, village staff, and stakeholders. Final deliverable was completed and delivered in June. Consultant presented the plan to the Village Board, plan adopted by Village on June 26.
McHenry County: Coordinated Investment Study (2017.723)	Completed the internal recommendations memo and received feedback from the community partners and the project advisory committee. Working with community partner on initial implementation activities deriving from recommendations memo and <u>planning next steps for completing the project.</u>
McKinley Park: Neighborhood Plan (2017.724)	Presented the Final Plan to the Steering Committee. The final plan was sent to all partners for comments and edits.



Montgomery: Zoning Ordinance Update (2017.725)	Completed review of Module 2: Subdivisions, Uses, Districts with Village staff. Began review of Module 3: Parking, landscaping, signs with Village staff.
North Avenue Corridor Plan (2017.726)	Finalizing plan with project sponsor.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Draft Plan revisions and coordination with project partners.
Summit: Zoning Code Update (2017.734)	Draft of Zoning Ordinance is ready for public review.
Item/Project Area	FY21 Quarter 1 Objectives
Algonquin and Cary: Subarea Plan (2017.700)	Post draft plan for public review, launch virtual open house engagement webpage, finalize plan for adoption.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Consultant will present the plan to a virtual public open house on July 7. Consultant will coordinate final plan edits from public comment, IDNR, CMAP, village staff, and stakeholders. Villages will adopt plan in the fall.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Complete final review of draft plan with staff. Ensure virtual open house is promoted and conducted. Support adoption of plan by Village Board by end of quarter.
Carol Stream: Zoning Code Update (2017.706)	Begin Steering Committee review of draft UDO and incorporate comments into draft.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Open house to present the plan.
Matteson: Streetscape Improvement Plan (2017.720)	Project completed Q4 FY2020. Project is completed, but there could be additional implementation work that could be useful. Consultant identified grant opportunities for village that could pay for implementation activities, but village may need further assistance with grant administration.
McHenry County: Coordinated Investment Study (2017.723)	Establish remaining steps to convene working groups that will lead local implementation; develop recommendations memo into final study.
McKinley Park: Neighborhood Plan (2017.724)	Currently waiting for edits and comments from all partners and steering committee members. Initiate and address all edits and comments received for the final plan. Lay the final plan in, InDesign for the final deliverable.
Montgomery: Zoning Ordinance Update (2017.725)	Review Module 3 of 3 with Village staff and prepare draft UDO for Steering Committee.
North Avenue Corridor Plan (2017.726)	Finalize plan and present to project sponsor for adoption.



Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Present Draft Plan to Village for review, address comments, host virtual open house, and finalize plan for approval by Village of Robbins	
Summit: Zoning Code Update (2017.734)	Document is ready for public review, but Village needs to navigate how to do open houses and public hearings in the COVID 19 era.	
Project: Embedded Staff Planner - Demonstration Project (2018.009)		
Project manager: Vacant Principal Planner		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Village of Calumet Park - Embedded Staff Planner (2019.036)	Finalized the "ESP Action Plan," incorporating feedback from the Village, CMAP staff, and CMAP Coordinating Committee, and began initiating the prioritized activities. The ESP Action Plan will be implemented from Oct. 2019 - Mar. 2020.	
Village of Sauk Village - Embedded Staff Planner (2019.037)	Finalized the "ESP Action Plan," incorporating feedback from the Village, CMAP staff, and CMAP Coordinating Committee, and began initiating the prioritized activities. The ESP Action Plan will be implemented from Oct. 2019 - Mar. 2020.	
Item/Project Area	Quarter 2	
Village of Calumet Park - Embedded Staff Planner (2019.036)	Initiated implementation the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: initiation of assessments of GIS needs, and roads jurisdiction and maintenance, continued support for ongoing Comprehensive Plan creation, and local adoption of Cook County Multi-Jurisdictional Hazard Mitigation Plan.	
Village of Sauk Village - Embedded Staff Planner (2019.037)	Initiated implementation of the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: discussions between the Village and Cook County that resulted in a decision to combine the Village's Invest in Cook and CMAQ grants into one preliminary engineering study, since their project limits overlap with one another (it was also determined that Cook County is best suited to lead the combined study), initiation of assessment of the Village's Zoning Ordinance, and two focus groups convened through Homes for a Changing Region.	



Item/Project Area	Quarter 3
Village of Calumet Park - Embedded Staff Planner (2019.036)	Continued to implement the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Completed activities include: submitted applications to Cook County's Invest in Cook and CDBG programs, and the STP-L program for priority transportation projects, and acceptance of final Pavement Management Plan by Village Board.
Village of Sauk Village - Embedded Staff Planner (2019.037)	Continued to implement the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: submitting applications to Cook County's Invest in Cook program and the STP-L program for priority transportation projects, development and adoption of a Complete Streets Policy, and convening an expert panel through Homes for a Changing Region.
Item/Project Area	Quarter 4 Progress
Village of Calumet Park - Embedded Staff Planner (2019.036)	Begin implementing the next phase of the ESP Action Plan and work with Village staff and officials to discuss and evaluate potential scenarios for transition at the conclusion of the ESP Program.
Village of Sauk Village - Embedded Staff Planner (2019.037)	Initiated implementation of the Phase 2 ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: submitting applications to the RTA's Access to Transit Program and DCEO's Rebuild IL Public Infrastructure Program, working with the South Suburban Land Bank & Development Authority to setup an IHDA-funded single family home rehab program, kicking off the partnership with the Metropolitan Planning Council to conduct a water loss audit through the Drinking Water 1-2-3 Academy technical assistance program, and providing general support during COVID-19.
Item/Project Area	FY21 Quarter 1 Objectives
Village of Calumet Park - Embedded Staff Planner (2019.036)	Begin implementing the next phase of the ESP Action Plan and work with Village staff and officials to discuss and evaluate potential scenarios for transition at the conclusion of the ESP Program.
Village of Sauk Village - Embedded Staff Planner (2019.037)	Continue to implement the Phase 2 ESP Action Plan and coordinate with other CMAP staff and partners to help leverage external resources directed toward the community. Anticipated activities include: continue to support recovery efforts related to COVID-19, prepare and submit applications to MWRD's Green Infrastructure Program, and begin working with Village staff and officials to evaluate potential scenarios for transition of the ESP's role and responsibilities at the conclusion of the ESP engagement.



Project: Homes for a Changing Region Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015) (*Non-UWP Deliverable)		
Project manager: Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly reports*	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Bridgeport/Canaryville Action Plan
Quarterly report Q2 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation Deliverable(s): Naperville Action Plan
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation Deliverable(s): Sauk Village Action Plan. Broadview Action Plan. Calumet Park Housing Needs Analysis.
Item/Project Area	Quarter 1	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Close out Bridgeport/Canaryville engagement. Kickoff Broadview engagement. Hold Naperville expert panel. Begin drafting Naperville action plan. Meet and assess potential communities for future work.	
Item/Project Area	Quarter 2	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Produce Naperville Action Plan. Hold Broadview focus group meeting. Hold kickoff meetings in Oak Forest and Sauk Village. Complete housing needs analyses for Oak Forest and Sauk Village. Hold Sauk Village focus group meeting. Meet and assess potential work in Plano and Will County..	
Item/Project Area	Quarter 3	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Close out Naperville engagement. Hold Oak Forest focus group meeting. Hold expert panels in Oak Forest, Broadview, and Sauk Village. Meet and assess potential communities for future work.	
Item/Project Area	Quarter 4 Progress	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Received extension from IHDA for work due to COVID delays until September. Completed two action plans (Sauk Village and Broadview). Began drafting two other action plans (Beach Park and Oak Forest). Drafted two housing needs analyses (Warrenville and Calumet Park).	
Item/Project Area	FY21 Quarter 1 Objectives	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Begin drafting one action plan (Harvey). Complete one action plan (Beach Park). Hold two expert panels (Beach Park and Oak Forest). Hold one kickoff meeting (community TBD).	



Project: Regional Land Use Model Development (2018.018)		
Project manager: David Clark		
Deliverable	Completion Timeline	Comment
Year End Report	Q1 FY2021	Final Project report including activities in prior quarter and applicable documentation including: Land use model estimation and calibration reports. Documentation of data pre-processing scripts and proforma model parameters & mechanics. Workflow documentation for scenario composition and adjusting model output indicators.
Item/Project Area	Quarter 1	
Regional Land Use Model Development (2018.018)	Delivered complete (ver. 1) set of parcel, building, household and employment data to UrbanSim to incorporate into the model. Developed approach for creating lower-resolution data for the surrounding (non-CMAP) counties.	
Item/Project Area	Quarter 2	
Regional Land Use Model Development (2018.018)	Completed v2 parcels data; begun v2 building data improvements. Acquiring local comp plan data to fill in "constraints" info for muni-adjacent unincorporated areas. Final delivery of data needed for the Wisconsin portion of the external modeling area. Consultant has incorporated all data sent to date, run a full simulation to the year 2020, evaluated results and provided feedback.	
Item/Project Area	Quarter 3	
Regional Land Use Model Development (2018.018)	Completed delivery of all external modeling areas data; began compiling additional information needed for pipeline (anticipated development) data. Begin final assembly of "v2" data (parcels/buildings/households/employers) to be completed in Q4.	
Item/Project Area	Quarter 4 Progress	
Regional Land Use Model Development (2018.018)	All "v2" datasets along with initial set of pipeline/development data forwarded to UrbanSim, who are working on re-estimating the model with updated data and compiling documentation. The stay-at-home order delayed our delivery of final datasets by a month, so final model estimation, training, and documentation delivery will happen in Q1.	
Item/Project Area	FY21 Quarter 1 Objectives	
Regional Land Use Model Development (2018.018)	Delivery of fully-estimated/calibrated model with supporting documentation.	



Project: Illinois International Port District Master Plan (SPR Grant) (2019.038)		
Project manager: Elizabeth Scott		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	The project team kicked off the planning process August 5 with an extensive tour of Port facilities. Detailed scoping, stakeholder engagement, and existing conditions analysis began. The project team conducted keypad polling around goals for the Port at a September 17 public meeting.	
Item/Project Area	Quarter 2	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Interviews and existing conditions, detailed freight, and real estate market research continued. CMAP received draft 1 of the ECR in mid-December. Steering committee membership was finalized and an invited went out for the first meeting on February 3, 2020.	
Item/Project Area	Quarter 3	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Held first Steering Committee meeting February 3, 2020, including a facility tour for members. Received first draft of existing conditions report. Freight analysis continued and the online engagement platform launched.	
Item/Project Area	Quarter 4 Progress	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Revisions and feedback to the Existing Conditions Report, including expansion of environmental considerations, and Market Assessment. Virtual engagement efforts ongoing, including survey and mapping tool on engagement site, as well as planning for virtual meetings. Spanish-language engagement site launched.	
Item/Project Area	FY21 Quarter 1 Objectives	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Finalize interim deliverables – Existing Conditions Report, Market Assessment, and Peer Comparison. Begin phase two of the project (scenario development), including developing and sharing concept scenarios. Conduct virtual steering committee and community engagement presentations and drive additional visitors to engagement sites.	
Project: Local Technical Assistance (LTA) FY2020 Project Group (2019.006)		
Program managers: Jason Navota, Kristin Ihnchak, Jonathan Burch		
Deliverable	Completion Timeline	Comment

Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Land Use Strategy Existing Conditions Report (2018.817); Meeting report (2018.828)
Quarterly report Q4 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s):
Item/Project Area	Quarter 1	
Arlington Heights: Livable Communities Plan (2020.801)	Drafted scope of work for the project and shared the draft with staff at Arlington Heights for review and comment	
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Project orientation activities continued, primarily discussion of web-based plan concept and development of scope of work.	
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	This project is scheduled to start in January 2020 (Q3).	
Burlington: Comprehensive Plan Update (2020.804)	A draft scope has been sent to the Village for review, and work is underway on a project timeline. Kickoff of the planning process will occur in November 2019.	
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Contributed to the RFQ for general engineering services, which will pre-qualify firms to assist with this project.	
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Drafted a scope of work for the project for internal review.	
Chicago: Elevated Chicago (2020.807)	Staff is developing the RFP for a parallel project to document the planning process for an equitable development process. The RFP should be posted in early November, so that we would be able to start the project in early 2020.	
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Project was not yet initiated.	
Ford Heights: Comprehensive Plan (2020.809)	Project still being scoped on whether it will be consultant, or a staff led project.	
Fox Lake: Form Based Code (2020.810)	No activity in Q1	
Lemont: TOD Parking & Civic Space Study (2020.811)	Project has not been initiated.	



Fox River: Corridor Plan for McHenry County (2020.812)	A project scope has been finalized and a detailed engagement strategy is being reviewed by partners and staff.
Minooka: Comprehensive Plan Update (2020.813)	Worked with Village to draft project scope and RFP for project consultant.
Monee: Comprehensive Plan Update (2020.814)	Worked with the Village of Monee to draft and release a Request for Proposals for a consultant to manage the comprehensive plan.
Oswego: Unified Development Code (2020.815)	No activity in Q1
Peotone: Planning Priorities Report (2020.816)	Project has not been initiated.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	Consultant team (led by CivilTech) selected. Work began, on schedule, in September.
Bartlett: Exterior lighting and parking regulations (2020.818)	Project scope timeline was created outlining the level of assistance CMAP will provide. Introduced project to Village to confirm interest.
Blacks in Green: Comprehensive neighborhood plan (2020.819)	Project closed in due to inactivity.
Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	No activity in Q1
Evanston: Inclusive growth framework plan (2020.822)	Staff scoped a process for gathering feedback on planning needs in the City with Evanston staff to inform future requests for technical assistance. Staff facilitated three half-day meetings over four weeks to help inform the City's future planning approach. The process recommended a new comprehensive plan in Evanston with significantly increased public engagement.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	Initial scoping conversations with the preserves are underway.
Geneva: Developer Panel – State Street (2020.824)	Project was not yet initiated.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Project began, including kick-off meeting with sponsor and Ald. Curtis' office in the 18th ward. Conducted outreach interviews with various people and institutions in museum education and management,



	landmarks, and aviation industry. Background research on neighborhood, historical context, and possible supporters.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Contacted community partner to gauge interest in pursuing the project. They can only undertake the project if they secure funding; CMAP has offered to help identify potential sources of funding.
Posen: Comprehensive/mobility plan (2020.828)	None, project has not begun.
Richton Park: Economic development incentives (2020.829)	Initial project scope has been created and shared with the Village. Based on conversations with the Village, the initial project scope has been revised.
Item/Project Area	Quarter 2
Arlington Heights: Livable Communities Plan (2020.801)	Followed up with community on draft scope.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Draft scope.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	Staff reconnected with the project applicant to discuss the timeline, in preparation for major project work to begin in January 2020. The project team has been assembled.
Burlington: Comprehensive Plan Update (2020.804)	CMAP staff presented the scope, goals, and timeline of the project to the Burlington Village Board, which then voted to move forward with the project. The Village is currently reviewing the IGA and project charter and is expected to approve the documents during the next Board meeting (January 21, 2020).
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Project scoping underway.
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Project was initiated. Internal work on draft scope and work on web-based plan development begun.
Chicago: Elevated Chicago (2020.807)	CMAP Board approved the consultant selection and a kick-off meeting for the LTA project is planned for late January. Staff continue to develop the draft scope of work and outline agreements with RTA, Elevated, and the local community partner.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	The RFP was posted, and pre-bid meeting was held.
Ford Heights: Comprehensive Plan (2020.809)	No updates.



Fox Lake: Form Based Code (2020.810)	No activity in Q2
Lemont: TOD Parking & Civic Space Study (2020.811)	No updates.
Fox River: Corridor Plan for McHenry County (2020.812)	Held a kick-off meeting with project partners where they approved the scope and engagement strategy. Project partners received the IGA in late December 2019 and will go to their board in early January 2020. Staff developed project webpage, began drafting a community profile and collecting data for a vulnerability assessment that will be fully integrated into the ECR.
Minooka: Comprehensive Plan Update (2020.813)	Project was initiated. Village and staff went through RFP process and recommended a consultant for Board approval.
Monee: Comprehensive Plan Update (2020.814)	The CMAP board confirmed the consultant for the project - Gingko Planning and Design. The village and consultant will hold a kick-off meeting for the project on January 6.
Oswego: Unified Development Code (2020.815)	Draft scope reviewed by CMAP and Village planning staff.
Peotone: Planning Priorities Report (2020.816)	Initial scoping conversations and scope draft are underway.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	In September, work on the project was kicked off by Will County, CMAP, and the consultant team (led by CivilTech, with sub-contractors CDM Smith, Gingko Planning & Design, Lakota Group, and VSKA). In addition, the consultant team commencing its study of existing conditions, it convened the first meeting of the project Steering Committee on December 3.
Bartlett: Exterior lighting and parking regulations (2020.818)	No update.
Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	No activity in Q2
Evanston: Inclusive growth framework plan (2020.822)	Staff facilitated three half-day meetings over four weeks to help inform the City's future planning approach. The process recommended significantly increased public engagement leading to a new comprehensive plan. Evanston submitted a new LTA application for assistance for innovative and inclusive public engagement.
Forest Preserves of Cook County: Multimodal	No update.



transportation access plan (2020.823)	
Geneva: Developer Panel – State Street (2020.824)	Confirmed interest in the project with the City and discussed preliminary scope.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Outreach finalized and panel roundtable discussion held in November '19. Discussion and recommendations memorialized in memo, sent to project partner. Project completed.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Continued to monitor potential funding sources for County's vision for the guide.
Posen: Comprehensive/mobility plan (2020.828)	Met with Village staff to determine local technical assistance needs. Scheduled meeting for January 2020 with appropriate Village representatives. Contacted IDOT re Route 83 traffic safety issues.
Richton Park: Economic development incentives (2020.829)	Met with Richton Park's economic development staff to discuss project goals, and how they fit in with CMAP's larger economic development incentives policy work.
Item/Project Area	Quarter 3
Arlington Heights: Livable Communities Plan (2020.801)	Finalize scope.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Staff met with the villages of Bartlett and Streamwood to discuss project process, timeline, and goals. Staff provided the villages with IGAs and resolutions for approval. Staff developed a draft scope of work for internal review. The villages are in process of signing separate IGAs.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	Staff met with the project sponsors (Villages of Berkeley and Hillside) on January 31st to discuss the project process, timeline, and goals. Staff also then provided the Village of Berkeley with a draft IGA and resolution for approval. CMAP staff developed a draft scope of work for internal review.
Burlington: Comprehensive Plan Update (2020.804)	Created the project webpage and began work on the Existing Conditions Report. Due to COVID-19 and the governor's Stay at Home order, the public kickoff meeting, originally scheduled for March 19, was postponed.
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Scoping underway
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Scoping underway.
Chicago: Elevated Chicago (2020.807)	A kick-off meeting with Elevated, CMAP, RTA, Muse Community Design and CNT was held on January 23rd. CMAP staff have begun researching existing condition and other engagement activities have been postponed due to COVID.



DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Consultant (Teska) selected and approved by CMAP Board.
Ford Heights: Comprehensive Plan (2020.809)	Reached out to project sponsor to assess village's capacity to begin work on project during COVID-19 - have not received a response. Scoping underway.
Fox Lake: Form Based Code (2020.810)	No activity in Q3
Lemont: TOD Parking & Civic Space Study (2020.811)	Scoping underway.
Fox River: Corridor Plan for McHenry County (2020.812)	CMAP convened a steering committee meeting on February 18 where we discussed the project scope and presented the corridor profile. Project webpage also became live in mid-February. CMAP staff continue to draft the ECR, however, listening sessions, stakeholder interviews, and public open house have been postponed due to the COVID-19 pandemic.
Minooka: Comprehensive Plan Update (2020.813)	CMAP Board approved consultant, Village signed IGA, coordination call with Village, consultant, and CMAP was held.
Monee: Comprehensive Plan Update (2020.814)	The consultant hosted the first steering committee meeting on February 6th, and drafted the Existing Conditions report for Village and CMAP review. In person stakeholder interviews scheduled for March were postponed due to the COVID-19 pandemic.
Oswego: Unified Development Code (2020.815)	Completed intergovernmental agreement, approved scope, approved resolution, agreed on local contribution, completed project kickoff with Village staff.
Peotone: Planning Priorities Report (2020.816)	Started to brainstorm a list of potential steering committee members with the Village Administrator. The LTA Peotone PPR webpage is underway.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	Completed Existing Conditions Reports for both Land Use Strategy and accompanying Truck Routing Study. Developed approach for second project Steering Committee meeting, and then reworked into virtual approach.
Bartlett: Exterior lighting and parking regulations (2020.818)	No Update
Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	DPD asked that the planning and public engagement exercise be folded into the California Pink Line Elevated project by including the boulevard in the area as part of the project.
Evanston: Inclusive growth framework plan (2020.822)	Staff will drafted and circulated a close out memo to City staff and participants.

Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	CMAP staff worked with the Preserves to rescope the project. The project will now focus on coalition building to support future work related to the southern extension of the Des Plaines River Trail.
Geneva: Developer Panel – State Street (2020.824)	Had preliminary discussions about the format of a developer panel with ULI and Geneva.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Completed Q2 FY2020.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Initial discussions with County did not identify a need for short-term assistance. Main contact for the project is no longer with the County.
Posen: Comprehensive/mobility plan (2020.828)	Completed Project: Led meeting in January 2020 with appropriate Village representatives. Assisted community with potential funding solutions through IDOT Highway Safety Improvement Program and Safe Routes to Schools.
Richton Park: Economic development incentives (2020.829)	Staff has reviewed existing economic development incentive agreements utilized by the Village. Due to the COVID-19 pandemic, outreach with Richton Park's Planning & Zoning and Economic Development Commissions, the Mayor, and Village Manager has been postponed.
Item/Project Area	Quarter 4 Progress
Arlington Heights: Livable Communities Plan (2020.801)	Finalized scope and IGA provided to Arlington Heights. Community requested project delay until FY2022 because of COVID.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Approved and signed IGAs with each community. Revised scope for PAO process. Awaiting new PAO process to proceed with contracting.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	The IGA has been signed by both Hillside and Berkeley, and CMAP staff is currently developing the existing conditions analysis. Staff is also working with the sponsors to form a steering committee and identify specific stakeholders for outreach this summer. An online engagement website, through Bang The Table, is under development.
Burlington: Comprehensive Plan Update (2020.804)	CMAP staff conducted the first round of stakeholder interviews and assembled a steering committee of local and regional stakeholders. CMAP also hosted a virtual public kickoff meeting, and launched an online engagement tool. Work on the Existing Conditions report is underway.
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Initiated project scope.
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Finalize scope, sign IGA, form steering committee/hold meeting, identify and conduct stakeholder interviews.



Chicago: Elevated Chicago (2020.807)	ECR researching, drafting, and mapping continued. Also continued work to finalize contracts with consultants and partner agencies.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Consultant contract signed. Project kick-off being planned.
Ford Heights: Comprehensive Plan (2020.809)	Multiple attempts to touch base with village staff were unsuccessful; held informational meeting with village consultant (Antero Group) to get a better sense of the current situation in the village.
Fox Lake: Form Based Code (2020.810)	No activity in Q4
Lemont: TOD Parking & Civic Space Study (2020.811)	Scope discussions with the community. Awaiting new PAO process to proceed with contracting.
Fox River: Corridor Plan for McHenry County (2020.812)	Revised project timeline to reflect postponed activities. ECR is being drafted and stakeholder interviews are underway.
Minooka: Comprehensive Plan Update (2020.813)	Consultant presented Existing Conditions Report/Data Atlas to Village of Minooka and CMAP for review.
Monee: Comprehensive Plan Update (2020.814)	Consultants hosted a virtual public forum on May 12, held two virtual steering committee meetings (May 28 and June 25), and revised the existing conditions report based on CMAP and Village feedback.
Oswego: Unified Development Code (2020.815)	Began existing conditions analysis of existing zoning and subdivision ordinances.
Peotone: Planning Priorities Report (2020.816)	Peotone's Village Administrator and project manager have finalized the Steering committee members. Currently perpetration is underway for the virtual Steering Committee Kick-off.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	Consultant team led three virtual workshops. Draft memo on national best practices for accommodating trucks was developed. The final Existing Conditions Report was posted to website for public review.
Bartlett: Exterior lighting and parking regulations (2020.818)	No activity in Q4
Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	Project closed in Q3 FY2020
Evanston: Inclusive growth framework plan (2020.822)	Project completed Q3 FY2020.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	Due to COVID-19, the governor's Stay at Home order, and the nature of outreach/coalition building, work on this project has been suspended until Q2 of FY2021

Geneva: Developer Panel – State Street (2020.824)	No activity in Q4
McHenry County: Comprehensive agricultural resource guide (2020.827)	This project was closed due to limited partner capacity to move forward and staff changes at McHenry County.
Posen: Comprehensive/mobility plan (2020.828)	Project completed Q3 FY2020
Richton Park: Economic development incentives (2020.829)	CMAP staff met with Richton Park's economic development staff to discuss the project's next steps, including presenting the regional economic development incentives policy guide to Richton Park's Board for feedback.
Item/Project Area	FY21 Quarter 1 Objectives
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Finalize scope. Complete PAO to select contractor. Project kick-off.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	The existing conditions analysis will be completed, and a steering committee formed to help shape outreach and key priorities. The online engagement page through Bang the Table will be live and plan development will be underway.
Burlington: Comprehensive Plan Update (2020.804)	CMAP staff will host the first meeting of the steering committee and publish the Existing Conditions Report. Staff will also begin developing plan recommendations, and create a medium-term strategy for ensuring adequate public engagement during the extended period of remote work.
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Complete scope, sign IGA, and hire consultant. Conduct background research.
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Project has been put on hold due to COVID-19
Chicago: Elevated Chicago (2020.807)	Stakeholder interviews to begin in Q1, draft ECR will be provided for review by CMAP staff, partner agencies, and the Steering Committee.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Initiate project in this current environment; consultant believes background research and staff kickoff meeting can occur.
Ford Heights: Comprehensive Plan (2020.809)	Project has been put on hold due to COVID-19
Fox Lake: Form Based Code (2020.810)	Project has been put on hold due to COVID-19
Lemont: TOD Parking & Civic Space Study (2020.811)	Complete PAO to select contractor.



Fox River: Corridor Plan for McHenry County (2020.812)	Create an Engagement HQ site for the project; hold a virtual public open house; complete stakeholder interviews and the ECR; convene a second steering committee meeting.
Minooka: Comprehensive Plan Update (2020.813)	Existing Conditions Report/Data Atlas will be presented to Steering Committee and to members of the public.
Monee: Comprehensive Plan Update (2020.814)	Develop the key recommendations memo, and host a second public forum, scheduled for early September.
Oswego: Unified Development Code (2020.815)	Continue existing conditions analysis of existing zoning and subdivision ordinances; complete virtual stakeholder interviews.
Peotone: Planning Priorities Report (2020.816)	The Outreach process will begin in late July. Stakeholders interviews will begin during FY21 Quarter 1.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	A virtual community workshop will held and then a project Steering Committee meeting.
Bartlett: Exterior lighting and parking regulations (2020.818)	Requesting them to approve an IGA if they intent to pursue the project.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	No activity anticipated in Q1 FY2021
Geneva: Developer Panel – State Street (2020.824)	Continue coordinating with ULI and Geneva to convene a developer panel.
Richton Park: Economic development incentives (2020.829)	Present the regional economic development incentives policy guide to Richton Park's Board. Use the regional incentives guide and feedback from Board to start drafting economic development incentives recommendations specific to Richton Park.

Policy and Programming

Policy Development		
Operational Area: Implementation of ON TO 2050 Mobility Priorities		
Operational Manager: Elizabeth Scott		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation.
Item/Project Area	Quarter 1	
Regionally significant project evaluation	Staff attended project meetings for the Metra Electric, I-80 Corridor Coalition, and Pace's 95th Street and Halsted Corridor projects. Assisted Board/MPO subcommittee discussion on the plan update cycle.	



Emerging transportation technology	Scoped task force and report timeline. Began conducting interviews to support task force and final report. Continued research and analysis of electric vehicle infrastructure connected and automated vehicles, TNCs, data standards and sharing, and complete mobility to support task force in Q3 (January) and Q4 (June).	
Transportation Revenue monitoring and analysis	Supported state legislative initiatives. Continued analysis of the potential for a Road Usage Charge Pilot in Illinois.	
Item/Project Area	Quarter 2	
Regionally significant project evaluation	Continue monitoring RSPs and participating in project studies.	
Emerging transportation technology	Finalize analysis, research, and other preparations for a task force in Q3 and Q4 of FY20 as well as Q1 of FY21.	
Transportation Revenue monitoring and analysis	No progress.	
Item/Project Area	Quarter 3	
Regionally significant project evaluation	Completed initial analysis of proposed RSP amendments. Prepared for public comment. Monitored other RSPs and attended project meetings as necessary.	
Emerging transportation technology	Restructured in response to staff changes. Revised research, direction, and goals, spoke with stakeholders, and explored virtual meeting scenarios in preparation for task force.	
Transportation Revenue monitoring and analysis	N/A	
Item/Project Area	Quarter 4 Progress	
Regionally significant project evaluation	Held public comment period for I-55 interchange plan amendments. Presented staff recommendation to MPO Policy Committee and Board.	
Emerging transportation technology	Finalize task force membership, content, and schedule and prepare to begin meetings.	
Transportation Revenue monitoring and analysis	Analysis of near-term transportation revenue impacts related to COVID-19 response.	
Item/Project Area	FY21 Quarter 1 Objectives	
Regionally significant project evaluation	Monitor RSP development. Attend project meetings as necessary.	
Emerging transportation technology	On hold due to COVID-19. .	
Transportation Revenue monitoring and analysis	Analysis of near-term transportation revenue impacts related to COVID-19 response.	
Operational Area: Regional Transit Policy and Investment		
Operational Manager: Martin Menninger		
Deliverable	Completion Timeline	Comment



Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Transit Capacity Analysis	Completed modeling and began to summarize results including: estimating capacity utilization in 2050, analysis of line by line demographic changes, and impact on vulnerable communities.	
Item/Project Area	Quarter 2	
Transit Capacity Analysis	Summarized modeling estimates of capacity impacts by transit line. Developed early draft of the report.	
Item/Project Area	Quarter 3	
Transit Capacity Analysis	Refined data points from forecasts and modeling into digestible format for the report. Conducted outreach with transit agencies.	
Item/Project Area	Quarter 4 Progress	
Transit Capacity Analysis	Met with CTA to discuss their Blue Line Capacity project and understand how projects can support each other.	
Item/Project Area	FY21 Quarter 1 Objectives	
Transit Capacity Analysis	Explore what "capacity" could mean in a social distancing world and if the scope needs to be revised.	
Operational Area: Local Safety Analysis and Implementation		
Operational manager: Todd Schmidt		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Local subregional analysis and prioritization	Potential subareas analyzed for the United States Road Assessment Project (usRAP) project tool for evaluating road safety and directing limited resources where they are needed most. Data collected for safety conditions and cost analysis of usRAP. Unit level cost data input into the system. System conditions data collected for over 4500 segments.	
Local safety implementation and collaboration	Participated in statewide safety conference, participated in Traffic Records Coordinating Committee (TRCC), attended Chicago Vision Zero committees on data and planning, fatalities analysis working group.	
Item/Project Area	Quarter 2	
Local subregional analysis and prioritization	Worked with usRAP to run the model for two pilot areas, Central Ave in the City and local jurisdiction roads in the South Council of Mayors. Completed LTA project charter for a Local Road Safety Plan in Flossmoor. Processed 2017 and 2018 crash data to upload onto the V drive. Processed crash data to create annual emphasis statistics for the region. Working with IDOT to address error in assigning wrong roadway functional class to crashes.	



Local safety implementation and collaboration	Participated in the Traffic Records Coordinating Committee, attended Chicago Vision Zero committees on data and planning, fatalities analysis working group.	
Item/Project Area	Quarter 3	
Local subregional analysis and prioritization	Mapped and preliminary reviewed usRAP model outputs and started to code roads in the Village of Flossmoor. Analyzed 2014-2018 crash data at the Council of Mayor geography. Continued to support Flossmoor's LTA application and developed scope to include roadway safety in the Central Ave. Corridor project. Supported TC discussion on creating safety focused working groups. Continued to work with IDOT to address roadway functional class issues.	
Local safety implementation and collaboration	Continued participation in the Traffic Records Coordinating Committee, attended Chicago Vision Zero committees on data and planning, fatalities analysis working group. Participated in DuPage County Local Road Safety Plan.	
Item/Project Area	Quarter 4 Progress	
Local subregional analysis and prioritization	Completed high-level crash analysis for Central Ave. LTA project and shared results with CDOT. Started crash analysis along California Ave. corridor for LTA project. Continue to work with IDOT to address roadway functional class issues. Signed IGA from the Village of Flossmoor to complete a local road safety plan as part of LTA work.	
Local safety implementation and collaboration	Continue participation in the Traffic Records Coordinating Committee, attended Chicago Vision Zero committees on data and planning, fatalities analysis working group. Participated in DuPage County Local Road Safety Plan meetings. Hosted meeting with IDOT Bureau of Safety to discuss MPO/State coordination and set up quarterly meetings.	
Item/Project Area	FY21 Quarter 1 Objectives	
Local subregional analysis and prioritization	Complete a memo describing usRAP and summarize initial findings. Continue to analyze the crash data at the Council of Mayor geography and other levels. Develop wikipage outlining the crash emphasis area work. Continue to support LTA projects as needed. Continue to work with IDOT to address roadway functional class issues. Complete scope for Village of Flossmoor local road safety plan.	
Local safety implementation and collaboration	Continue participation in the Traffic Records Coordinating Committee, attend Chicago Vision Zero committees on data and planning, fatalities analysis working group. Participate in DuPage County Local Road Safety Plan. Hold quarterly meeting with IDOT Safety Bureau of Safety. Hire safety associate and scope safety action agenda.	
Operational Area: Governance and Tax Policy Analysis		
Operational manager: Lindsay Hollander		
Deliverable	Completion Timeline	Comment



Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
State revenues to local govts research	Scoped project, began research on how other states share revenues with local governments, and began discussing the project with partners.	
Governance and tax policy analysis	Provided testimony on local government consolidation. Provided analysis for Robbins LTA project.	
Item/Project Area	Quarter 2	
State revenues to local govts research	Continued research on approaches to providing state revenue to local governments, continue outreach, and begin data collection.	
Governance and tax policy analysis	Drafted webpage edits.	
Item/Project Area	Quarter 3	
State revenues to local govts research	Completed data collection, began analysis.	
Item/Project Area	Quarter 4 Progress	
State revenues to local govts research	Continued analysis.	
Governance and tax policy analysis	Continued analysis on the effects of the pandemic on local revenues. Made edits to webpage. Began work on property tax data collection and synthesis.	
Item/Project Area	FY21 Quarter 1 Objectives	
State revenues to local govts research	Continue analysis, consider how to pursue engagement.	
Governance and tax policy analysis	Continue analysis on the effects of the pandemic on local revenues. Continue work on property tax data collection and synthesis.	
Operational Area: Development and Demographic Analysis		
Operational Manager: Elizabeth Scott		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
E-commerce analysis	Scoped project and began initial research.	
Disinvestment analysis	On hold pending new staff.	
Policy brief series	Scoped policy brief series for FY 20 and FY 21. Collaborated with LTA to develop 3-5-year priorities in this area.	
Item/Project Area	Quarter 2	
E-commerce analysis	Continued project's first phase to understand background, industry considerations, and trends.	



Disinvestment analysis	New staff familiarizing with existing materials. Developing project charter and updating project vision. Scoping out remaining work and tasks.	
Policy brief series	Drafted housing trend policy update.	
Item/Project Area	Quarter 3	
E-commerce analysis	Began project's second phase to understand e-commerce's known impacts on the region.	
Disinvestment analysis	Finalized project charter and scope. Began first phase of disinvestment analysis via literature review and CMAP staff conversations.	
Policy brief series	Project on hold pending staffing.	
Item/Project Area	Quarter 4 Progress	
E-commerce analysis	Began to re-scope project due to staffing changes.	
Disinvestment analysis	Continued to develop a multi-year work plan of disinvestment research products and identified targets for early quantitative research.	
Item/Project Area	FY21 Quarter 1 Objectives	
E-commerce analysis	New staff become familiarized with project and identify next steps.	
Disinvestment analysis	Research and produce policy updates on existing conditions in disinvested communities and the identification of systemic barriers to equitable reinvestment.	
Operational Area: Regional Economic Policy Analysis		
Operational managers: Austen Edwards and Matt Stern		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Traded industry clusters analysis	Finalized data analysis and revised draft technical report.	
Local economic development incentives analysis and guide	Conducted literature review, scanned region for incentive policies, collected data on incentives.	
Item/Project Area	Quarter 2	
Traded industry clusters analysis	Finalized technical report and redeveloped data charts, revised engagement strategy.	
Local economic development incentives and guide	Conducted interviews with partners, scoped new analysis on the prevalence of local incentives data.	
Workforce analysis	Scoped project and began initial interviews with stakeholders	
Item/Project Area	Quarter 3	
Traded industry clusters analysis	Released technical report.	



Local economic development incentives and guide	Completed stakeholder and partner interviews, presented to CMAP committees, outlined initial findings and recommendations, began drafting.	
Workforce analysis	On hold, pending staff availability.	
Item/Project Area	Quarter 4 Progress	
Traded industry clusters analysis	Project completed Q3. Supported development of social media video.	
Local economic development incentives and guide	Completed internal draft, shared draft with select external partners, implemented changes based on external feedback. Completed initial steps towards coordinating Richton Park alternative assistance project to provide locally tailored incentive program reform.	
Workforce analysis	On hold, pending staff availability.	
Item/Project Area	FY21 Quarter 1 Objectives	
Local economic development incentives and guide	Work with Comms on review, editing, and design. Publish, distribute, and present guide to partners. Present research to the Illinois-APA conference. Explore opportunity to provide presentation and localized analysis to Richton Park Village Board. Simultaneously, begin to conduct incentives prevalence data analysis.	
Regional economic development analysis, implementation, and coordination	Develop options for stakeholder engagement. Research best practices and other successful regional economic development models.	
Analysis on distribution of state incentives	On hold, pending staff availability.	
Regional workforce and labor market trends	On hold, pending staff availability.	
Operational Area: Establishment of Performance Targets		
Operational manager: Martin Menninger		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Federal Performance Measures	Used performance measures to set STP shared fund marks. Presented annual highway safety target setting process to Transportation Committee. Reviewed staff recommendation with Bike/Ped Task Force and RTOC.	
Item/Project Area	Quarter 2	
Federal Performance Measures	Meet with partners to discuss transit safety targets. Outline how to integrate performance measures into obligations report. Present highway safety targets to the Transportation Committee.	
Item/Project Area	Quarter 3	



Federal Performance Measures	Connected performance measures to planned and obligated dollars. Completed significant work on Obligations Report to be released in Q4.	
Item/Project Area	Quarter 4 Progress	
Federal Performance Measures	Finalize integration of performance measures and Obligations report.	
Item/Project Area	FY21 Quarter 1 Objectives	
Federal Performance Measures	Work toward targets to be adopted in Fall 2020 (Pavement- update, System Performance- update, Transit Safety- new targets).	
Operational Area: ON TO 2050 Indicator and Performance Monitoring		
Operational managers: Noel Peterson and Todd Schmidt		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
ON TO 2050 Indicators	Updated 6 ON TO 2050 indicators.	
Item/Project Area	Quarter 2	
ON TO 2050 Indicators	Updated 4 indicators. Published all indicator data (with post-Plan updates) on the CMAP GitHub website for public use.	
Performance Monitoring	Started expressway VMT estimation for 2019.	
Item/Project Area	Quarter 3	
ON TO 2050 Indicators	Updated 12 indicators. Began development of an indicator dashboard webpage to accompany the public datasets on GitHub.	
Performance Monitoring	Completed expressway VMT estimation for 2019. Worked with IDOT staff and IDOT's consultants to start archiving the data necessary to complete the annual expressway VMT estimation. Completed 2 data requests for archived expressway data.	
Item/Project Area	Quarter 4 Progress	
ON TO 2050 Indicators	Updated 13 indicators. Completed fully functional initial version of dashboard webpage .	
Performance Monitoring	Continue to support IDOT staff and consultants to archive data and started backing up CMAP's archive to disk.	
Item/Project Area	FY21 Quarter 1 Objectives	
ON TO 2050 Indicators	Continue to update indicators as new source data becomes available. Continue refinement of dashboard webpage.	
Performance Monitoring	Continue to support IDOT staff and consultants to archive data and complete backup of CMAP's archive to disk.	
Operational Area: Visualization of Performance Measures		
Operational manager: Simone Weil		
Deliverable	Completion Timeline	Comment



Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Data collection	Revised economic data sets vetted and process begun to download, clean, and analyze the data.	
Project scoping	Staff narrowed down indicators, managers provided feedback on draft analysis, convened with communications team to discuss project roll-out.	
Item/Project Area	Quarter 2	
Draft indicators	On hold pending staff availability.	
Item/Project Area	Quarter 3	
Draft indicators	On hold pending staff availability.	
Item/Project Area	Quarter 4 Progress	
Draft indicators	On hold pending staff availability.	
Item/Project Area	FY21 Quarter 1 Objectives	
Analysis and visualization of performance trends	Determine scope of regional economic and transportation indicators, set project management processes, begin drafting indicators, and identify topics for further analysis.	
Operational Area: Federal and State Legislative Strategy and Engagement		
Operational managers: Gordon Smith and Laura Wilkison		
Deliverable	Completion Timeline	Comment
Agenda and Framework	Q2/Q3	State legislative agenda to the board for review in November (Q2) and approval in January (Q3). Federal legislative agenda to the board for review in January (Q3) and approval in February (Q3).
Convening ILGA members	Twice a year	
Item/Project Area	Quarter 1	
Federal strategy and engagement	Provided technical assistance on Senate Environment and Public Works Committee surface transportation reauthorization bill. Continued monitoring appropriations process.	
State strategy and engagement	Reviewed Rebuild Illinois proposal and other measures passed in the Spring 2019 session and published policy memos and briefs. Met with more than 30 legislators in region. Provided policy analysis to legislators and staff in advance of veto session. Drafted 2020 legislative agenda and principles.	
Item/Project Area	Quarter 2	
Federal strategy and engagement	Completed draft federal agenda and surface transportation reauthorization principles. Prepared Erin for Congressional freight testimony. Provided Board, MPO Policy Committee, and Transportation Committee federal policy updates.	



State strategy and engagement	Continue to meet with legislators including during veto session. Provide draft legislative agenda to Board. Review legislation relevant to ON TO 2050 proposed in veto session.	
Item/Project Area	Quarter 3	
Federal strategy and engagement	Obtained Board approval for federal agenda and surface transportation reauthorization principles. Executive Director and DED conducted DC visit and engaged numerous delegation members. Coordinated with regional stakeholders on federal surface transportation reauthorization and pandemic response. Commented on National Freight Strategic Plan RFI and NEPA NPRM.	
State strategy and engagement	Secured board approval of state agenda, framework, and Illinois principles for capital revenues and funding. Met with legislative partners to talk about shared priorities. Disseminated state agenda and other policy documents to legislators, staff, and the governor's office. Monitored legislation and committee hearings. Conducted policy review of legislation.	
Item/Project Area	Quarter 4 Progress	
Federal strategy and engagement	Monitored CARES Act implementation. Coordinated with regional stakeholders on federal pandemic response and produced relief/stimulus principles. Analyzed T&I surface transportation reauthorization proposal.	
State strategy and engagement	Continue remote outreach to members of the Illinois General Assembly and technical staff, the Governor's Office, and state agency directors and staff, and statewide partners regarding ON TO 2050 implementation and CMAP's response to the pandemic. Monitor the state budget process to ensure CMAP funding is included and seek opportunities for bolstering funding as recommended in ON TO 2050. Analyze and monitor how the State of Illinois will receive and dispense federal relief funds.	
Item/Project Area	FY21 Quarter 1 Objectives	
Federal strategy and engagement	Monitor surface transportation reauthorization, appropriations processes, and COVID-related legislation. Provide committees federal policy updates. Provide technical assistance to Congressional staff as needed.	
State strategy and engagement	Continue remote outreach to members of the Illinois General Assembly and technical staff, the Governor's Office, and state agency directors and staff, and statewide partners regarding ON TO 2050 implementation and CMAP's response to the pandemic. Monitor the state budget implementation and activities in advance of the fall veto session. Monitor, analyze, and support, where appropriate, the State of Illinois distribution of federal relief and stimulus funds.	
Operational Area: CMAP Committee Support		
Team: McEwan, Elam, Manning-Hardimon (policy committees); Agunloye, Calliari, Dixon, Cefali (advisory committees); Phifer (coordinating committee); Bayley, Castillo, Edwards, D. Ferguson, Daly, Evasic, Koyejo, Manno, Stern, (working); and Kane, Levine, G. Smith, T. Smith, Weil		
Deliverable	Completion Timeline	Comment



Board and meeting agendas	Quarterly Reports with agendas compiled	
Item/Project Area	Quarter 1	
Convene committees	Governing, coordinating, and working committees and other groups met to discuss a variety of topics.	
Committee information sharing	Committee synopses were distributed to CMAP committee member distribution list.	
Convene liaisons	Share committee management best practices, collaboratively construct six-month agendas, and cross departmental project status sharing.	
Item/Project Area	Quarter 2	
Convene committees	Governing, coordinating, and working committees and other groups continue to meet about a variety of topics.	
Committee information sharing	Committee synopses will be distributed to CMAP committee member distribution list.	
Convene liaisons	Share committee management best practices, collaboratively construct six-month agendas, and cross departmental project status sharing.	
Item/Project Area	Quarter 3	
Internal process improvement	Explored the possibility of an SRP grant for pursuing program design for a committee fellowship. Resulted in ongoing conversations with the Institute for Policy and Civic Engagement at UIC, working on possible project scope.	
Convene committees	Governing, coordinating, and working committees and other groups continued to meet about a variety of topics. Staff responded to the remote work situation by developing new processes and guidance for conducting necessary committee meetings virtually.	
Committee information sharing	Committee synopses continued to be distributed to CMAP committee member distribution list.	
Convene liaisons	Eleven new liaisons were identified for existing vacancies. New liaisons joined the others for the Q1 meeting of the liaisons. Staff held an orientation for new liaisons virtually during the WFH period and continue to assist liaisons troubleshoot challenges as they arise.	
Item/Project Area	Quarter 4 Progress	
Internal process improvement	Refine possible scope of work with IPCE.	
Convene committees	Continue to determine necessity of convening the committees while remaining flexible and responsive to committee members' personal situations.	
Committee information sharing	Continue to distribute committee member newsletter. Staff liaisons will communicate and engage with committee members as necessary.	
Convene liaisons	Hold quarterly liaison meeting.	
Item/Project Area	FY21 Quarter 1 Objectives	
Internal process improvement	Refine possible scope of work with IPCE.	



Convene committees	Continue to determine necessity of convening the committees while remaining flexible and responsive to committee members' personal situations.	
Committee information sharing	Continue to distribute committee member newsletter. Staff liaisons will communicate and engage with committee members as necessary.	
Convene liaisons	Hold quarterly liaison meeting.	
Project: Modernizing Highway Traffic Signals		
Project manager: Claire Bozic		
Deliverable	Completion Timeline	Comment
Regional Highway Traffic Signal Modernization Program recommendations	Q4	This is a new project for FY20
Item/Project Area		
Quarter 1		
Develop project charter, scope and schedule	Complete.	
Draft existing conditions report	The draft existing conditions report was complete based on information we have available so far. RTOC & ATTF were introduced to the project at their 10-3 meeting. They will provide additional input.	
Vision development	RTOC/ATTF participated in a visioning exercise describing the ideal signal system.	
Item/Project Area		
Quarter 2		
Draft existing conditions report	Meet individually with some agencies to discuss contents. The existing conditions report is so far an inventory. Continued outreach to try to obtain information on asset condition and maintenance activities. Aim to complete report in Q4 (June 2020).	
Vision development	Draft a vision RTOC and ATTF can respond to at their next meeting in January.	
Analysis to support needs analysis	GIS work to add planning information to traffic signal information.	
Item/Project Area		
Quarter 3		
Final existing conditions report	RTOC and ATTF concurred with existing conditions descriptions, conclusions, and report.	
Final vision document	RTOC and ATTF concurred with signal system vision.	
Draft program recommendations	RTOC and ATTF discussed of potential recommendations in January.	
Draft program design	Drafted initial program design. RTOC and ATTF discussion.	
Item/Project Area		
Quarter 4		
Draft program recommendations	Report recommendations under review.	
Draft program design	Recommendations do not include a new program.	



Item/Project Area	FY21 Quarter 1 Objectives	
Draft program recommendations	No new program recommended but initial recommendations for facility prioritizations will be developed in FY21. March and June RTOC meetings were canceled because of COVID19. We anticipate RTOC review in September depending on circumstances.	
Project: Local Truck Routing & Community Plans		
Project Manager: Patty Mangano		
Deliverable	Completion Timeline	Comment
RFP/Consultant selection (3 of 3)	Q4	
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Ongoing development of the Will County, Chicago, and Cook County Truck Routing & community plans	Q4	Plans in Q2 and Q4 of FY 2021. The Will County Study is being completed concurrently with a Local Technical Assistance plan to coordinate and improve recommendations.
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Truck Routing Study Existing Conditions Report (2019.071
Item/Project Area	Quarter 1	
Will County Truck Routing and Community Plan (2019.071)	Proposals were received, a consultant team was selected, and a contract was executed. The project began this quarter.	
Southwest Chicago and South Suburban Cook County Truck Routing and Community Plans (2019.072 and 2019.073)	Scoping for the Chicago and Cook County projects continue. Due to unforeseeable events with the Chicago project, that scope is being reduced. The Cook County project will be expanded to include additional communities.	
Item/Project Area	Quarter 2	
Will County Truck Routing and Community Plan (2019.071)	Data collection and outreach/engagement tasks continued. The first steering committee meeting was held.	
Southwest Chicago and South Suburban Cook County Truck Routing and Community Plans (2019.072 and 2019.073)	Both projects were re-scoped. The RFP documents for the Southwest Chicago project were finalized and placed in the Procurement queue. CMAP is awaiting an SPR grant amendment to further advance the South Suburban Cook County revised project scope.	
Item/Project Area	Quarter 3	



Will County Truck Routing and Community Plan (2019.071)	The truck routing existing conditions report has been completed. The consultant team is preparing for Steering Committee Meeting #2, which will take place next quarter using a video conferencing platform.
Southwest Chicago Truck Routing and Community Plan, now renamed Chicago Southwest Communities Truck Abatement Study (2019.073)	The RFP was released this quarter, with proposals due on March 6. No proposals were received. CMAP is determining next steps.
South Suburban Cook County Truck Routing and Community Plan (2019.072)	The draft project scope has been completed and is ready for CMAP management review.
Item/Project Area	Quarter 4 Progress
Will County Truck Routing and Community Plan (2019.071)	Three virtual Steering Committee Meeting #2 sessions with break-out discussions were held in April and May. Work was completed regarding the Best Practices Task. The draft Truck Routing Recommendations document is being prepared.
Southwest Chicago Truck Routing and Community Plan, now renamed Chicago Southwest Communities Truck Abatement Study (2019.073)	This project has been cancelled. CMAP worked with IDOT to amend the SPR grant to replace this project. The amendment is being processed.
South Suburban Cook County Truck Routing and Community Plan (2019.072)	Using the Southwest Chicago project funds, the scope of this project is being expanded to increase the budget, add additional communities and create two study areas. A grant amendment to reflect this change is being processed. The project scope has been revised accordingly.
Item/Project Area	FY21 Quarter 1 Objectives
Will County Truck Routing and Community Plan (2019.071)	The first public involvement meeting will be held on August 13 using video conferencing. The draft recommended Truck Routing Recommendations document will be refined.
Southwest Chicago Truck Routing and Community Plan, now renamed Chicago Southwest Communities Truck Abatement Study (2019.073)	The grant amendment to replace this project will be executed.

South Suburban Cook County Truck Routing and Community Plan (2019.072)	The grant amendment to expand this project will be executed. Cook County and SSMMA will be contacted regarding the final scope changes. The draft scope will be sent to Cook County and SSMMA for review and comment. The RFP will be released.	
Project: Equity Analysis of Transportation Fares, Fees, and Fines		
Project Manager: Lindsay Hollander		
Deliverable	Completion Timeline	Comment
Equity analysis of transportation fares, fees, and fines report	Q4	Complete draft expected end of Q1 FY2021.
Item/Project Area	Quarter 1	
Develop PM toolkit	Staff completed PM toolkit documents for scoping, timeline, engagement, etc.	
Establish resource group	Staff completed recruitment. RG includes representatives from 15 organizations.	
Develop memorandum defining equity and establishing equity framework	Staff completed its first project deliverable: a memorandum that defines transportation equity and proposes a transportation equity framework. The memo will be shared and reviewed by the resource group. The memo will serve as a key input to the final project deliverable.	
Item/Project Area	Quarter 2	
Resource group	The resource group met on October 29 th , and some new members were invited to join the resource group.	
Initial equity assessment findings	Staff developed outlines for their equity assessments of the selected fines, fares, and fees, and established their analytical approach(es). Staff have started to conduct quantitative analysis of the impacts to low income individuals. Staff also identified key stakeholders to interview.	
Transportation Equity Framework	Staff decided to pursue development of this equity framework as a separate effort from the larger fines, fares, and fees project. Staff developed a project scope and charter and are in the process of conducting a scan of peers and others in the country.	
Item/Project Area	Quarter 3	
Initial equity assessment findings	Staff developed equity assessments for most of the fees, fines, and fares, while modeling continued.	
Transportation Equity Framework	Staff worked on the peer scan and developing an internal memorandum with a proposed framework.	
Item/Project Area	Quarter 4 Progress	
Resource group	Held two teleconferences in place of spring resource group meeting to receive feedback on equity assessment drafts.	
Equity assessment findings	Completed equity assessments for most topics	
Transportation Equity Framework	On hold due to staffing.	



Item/Project Area	FY21 Quarter 1 Objectives	
Resource group	Continue teleconferences in place of resource group meeting and receive feedback on equity assessment drafts.	
Equity assessment findings	Complete equity assessments and obtain feedback from resource group, while beginning to work on mitigation strategy evaluation.	
Transportation Equity Framework	Continue peer scan and development of internal memo.	
Project: Grade Crossings Feasibility Analysis		
Project Manager: Tom Murtha		
Deliverable	Completion Timeline	Comment
RFP/Consultant selection	Q1 FY 2020	
Grade crossing feasibility analyses (up to 5)	FY 2022	
Internal memo on implications for project selection	Beyond FY2020 (expected Q2 of FY2022)	
Item/Project Area	Quarter 1	
RFP/Consultant selection	Issued RFQ. Responses were due in October.	
Item/Project Area	Quarter 2	
RFP/Consultant Selection	Consultant selection occurred at the November 2019 Board meeting. However, the contract was not signed until Q3.	
Community and Stakeholder Engagement	Communities and key stakeholders have fully concurred with the first two crossings to analyze.	
Item/Project Area	Quarter 3	
Project initiation	Project initiation occurred in Q3.	
Community and Stakeholder Engagement	Community engagement for Joliet began in Q3. The railroad is requesting \$25K for their consultant's time reviewing alternatives; we have begun determining how to address this.	
Existing Conditions	Existing conditions studies were initiated for Joliet in Q3.	
Purpose and Need	A draft purpose and need statement, based on technical information, was prepared for Joliet. It is expected that this will be modified based on community engagement.	
Alternatives Development and Evaluation	The consultant prepared design parameters for stakeholder and IDOT review. Based on the draft parameters, the consultant began developing a highway bridge alternative.	
Item/Project Area	Quarter 4 Progress	
Project initiation	Data collection was begun for the Berwyn/Riverside location.	
Community and Stakeholder Engagement	We met with IDOT for their resource agency process in May (rescheduled from April). We continued the community engagement process for other	



	stakeholders as well, focusing on our EngagementHQ capability. Completed stakeholder survey and published results. We have moved beyond the fee issue with the UP RR.	
Existing Conditions	Completed transportation system performance report.	
Purpose and Need	Completed purpose and need statement.	
Alternatives Development and Evaluation	Presented draft alternatives to Joliet.	
Item/Project Area	FY21 Quarter 1 Objectives	
Project initiation	Obtain consultant hours estimate from Jacobs for the work in Berwyn-Riverside	
Community and Stakeholder Engagement	Initiate stakeholder meetings to discuss alternatives, purpose and need, and alternatives. Complete IDOT BDE meeting.	
Existing Conditions	Substantially complete the Transportation System Performance Report for Joliet. We will ramp up data collection for the next location to be studied in Berwyn and Riverside.	
Purpose and Need	The purpose and need statement for Joliet will be modified as necessary based on public engagement.	
Alternatives Development and Evaluation	The consultant will complete a draft alternatives evaluation, identify the recommended alternative, and prepare a draft cost estimate for the recommended alternative.	
Project: Pavement Management Plans for Chicago Local Agencies		
Project manager: Todd Schmidt		
Deliverable	Completion Timeline	Comment
Municipal pavement management plans for up to 40 communities	Beyond FY20	The State Planning and Research grant agreement does not specify a number of plans.
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Report on lessons learned and policy recommendations for pavement data collection	Q4	
Item/Project Area	Quarter 1	
Municipal pavement management plans	Reviewed PCI results with round 2 municipalities. Continued to work with consultants to finalize pavement management plans for the pilot round of municipalities. Attended the Midwest pavement preservation partnership annual meeting.	
Item/Project Area	Quarter 2	
Municipal pavement management plans	Reviewed and provided comments on 12 draft pavement management plans. Attended 6 final pavement management presentations. Round 3	



	pavement condition data collection half complete. Attended the CAM-AM (County Asset Management) meeting with County Engineers, IDOT, & Tollway.	
Item/Project Area	Quarter 3	
Municipal pavement management plans	Consultants completed 3 plans and 8 draft plans. Completed two PAVER trainings. Round 3 kick-off meetings and pavement condition data collection complete. Started municipal outreach for round 4. Developed municipal pavement management webpage to share the plans with the public. Put together a survey to share with municipality once they have a completed plan to see what the municipality thought of the project and to refine the project based on the feedback from the survey. Continued participation in the CAM-AM meetings.	
Item/Project Area	Quarter 4 Progress	
Municipal pavement management plans	Consultants completed 14 plans and 4 draft plans. Pavement Condition Index (PCI) calculations completed for 14 municipalities. Updated municipal pavement management plan website as needed. Continued participation in the CAM-AM meetings.	
Item/Project Area	FY21 Quarter 1 Objectives	
Municipal pavement management plans	Complete 14 municipal pavement management plans. Kickoff round 4 of the pavement management program for 6 municipalities. Price proposals for round 5. Outline lessons learned and success so far in the pavement management program. Continued participation in the CAM-AM meetings.	
Transportation Modeling		
Operational Area: Advanced Travel Model Implementation		
Operational manager: Craig Heither		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Activity-based model validation report	Finalized interactive mapping applications, chart options and report content. Link to report posted on CMAP modeling page. Presented to the Transportation Committee. All task work completed.	
Activity-based model implementation	No activity.	
Freight forecasting model development	Began an analysis of synthetic firms within the model to verify that the spatial distribution of industry-specific employment in the region accurately reflects observed data, following the implementation of updated model code. Began development of a model calibration file based on the rail waybill sample data. Continued coordination with USDOT freight model consultants on model improvements and updates.	



Item/Project Area	Quarter 2	
Activity-based model implementation	Began training additional staff on using the ABM and testing scenarios. Tested implementation of a more representative synthetic population developed using newer software. Augmented agency documentation on ABM input and output files.	
Freight forecasting model development	Completed analysis of the spatial distribution of industry-specific employment reflected in the freight model compared to observed data. Continued developing a model calibration file based on the rail waybill sample data to measure the volume of commodities moving by rail between regions of the country. Tested new model code from USDOT's consultants to generate synthetic firms, create producer-consumer pairs within commodity markets and simulate distribution channels.	
Item/Project Area	Quarter 3	
Activity-based model implementation	Supported the Equity in Fines, Fares and Fees project by testing policies like priced parking for its impact on various groups; provided model results to Policy Analysis staff. Began revising model code to allow for applying varying costs like fares and road user charges based on household income levels. Finalized new population and household input files to the ABM, and updated documentation of those files.	
Freight forecasting model development	Reviewed and tested updated national supply chain model code from USDOT's consultants; focused on resolving errors that occurred in the sampling procedures that create sets of buyer and seller firms within commodity markets, and resolving errors within the transport mode choice model.	
Item/Project Area	Quarter 4 Progress	
Activity-based model implementation	Supported the modeling needs of the Equity in Fines, Fares and Fees project by providing model results.	
Freight forecasting model development	Successfully tested all updated submodels in the revised model structure; greatly reduced model run time. Completed model calibration file based on the rail waybill sample data.	
Item/Project Area	FY21 Quarter 1 Objectives	
Activity-based model implementation	Continue supporting the modeling needs of the Equity in Fines, Fares and Fees project as needed. Investigate implementing revisions to the transit assignment macro for improved performance and results.	
Freight forecasting model development	Address shortfalls present within commodity markets. Begin calibration of commodity flows within the national supply chain model. Continue coordinating with USDOT's consultants.	
Operational Area: Travel and Emissions Modeling		
Operational manager: Nick Ferguson		
Deliverable	Completion Timeline	Comment

Conformity analysis modeling results	Q2, Q4	
Item/Project Area	Quarter 1	
Trip-based model repo	Created repo on GitHub, developed structure for storing code files and documentation, made initial commit to populate repo.	
Transit itinerary update	Began improvements to reduce processing time for scripts that adapt GTFS feeds for model network.	
Transit O-D survey analysis	Began to compare model to Metra survey Os, Ds, and park and ride catchment areas.	
Item/Project Area	Quarter 2	
Transit O-D survey analysis	Finished evaluation of Metra park and ride catchment areas. Compared model to combined Metra and CTA O-D surveys, looking at distribution of transit origins and destinations.	
C20Q1 conformity analysis	Coded new TIP amendments and completed analysis year model runs, plus additional runs for possible plan amendments.	
Item/Project Area	Quarter 3	
Transit O-D survey analysis	Performed targeted analysis of Metra assignment results by comparing modeled Metra trips originating in areas without competing CTA service to the Metra O-D survey.	
Transit itinerary update	Continued to make progress on processing improvements.	
Trip-based model updates	Corrected a macro that was preventing some intermediate data matrices from being saved for later use.	
Item/Project Area	Quarter 4 Progress	
C20Q2 conformity analysis	Coded TIP amendments into model networks and completed analysis year model runs, with and without proposed plan amendments.	
Trip-based model updates	Translated, from SAS to Python, script that summarizes trip generation results.	
Item/Project Area	FY21 Quarter 1 Objectives	
Transit itinerary update	Finish processing improvements and update transit itineraries in model network databases.	
Trip-based model updates	Test alternative methods of processing transit network characteristics, for distribution and mode choice, that do not depend on ArcGIS.	
Operational Area: Transportation Modeling Services to Regional Partners		
Operational manager: Jose Rodriguez		
Deliverable	Completion Timeline	Comment
Report on Small Area Traffic Forecasts and project studies completed	Quarterly	Report all SATFs requests received and fulfilled in respective Q.



Item/Project Area	Quarter 1
Small Area Traffic Forecasts/Project Studies	Completed 71 small area traffic forecasts plus 3 multi-scenario requests for Gordon Road (Sugar Grove), Aurora Downtown Street Reversal and US 20 @ IL 390 (Hanover Park) under March 2019 conformity network.
SATF / Traffic Count Map Tool	Baseline layer files, programming scripts for ArcPro/ ArcGISOnline identified.
Field Data Collection	Completed 10 Freight Counts in SW Chicago, embarked on USRAP (safety) data entry.
Item/Project Area	Quarter 2
Small Area Traffic Forecasts/Project Studies	Completed 58 Year 2050/interim year forecasts using c19q3 (October) conformity, including the following RSP projects - 2 additional alternatives for North Lake Shore Drive terminus (2 alternatives) , IL 31 from IL 176 to IL 120 (IDOT build and no-build), Randall Rd @ I-90 (also a KDOT feasibility study) and I-55 south of I-80 to IL 113 (IDOT, 5 alts for safety following incident). Provided travel demand info to Pace consultant to support the Joliet Express Study. Supported IDOT consultant in applying their version of CMAP's activity-based model for the I-290 Capacity Study, mostly in discussion of calibration and methods.
SATF / Traffic Count Map Tool	Current Forecast Layer/Traffic Count data loaded, update routines/programming in ArcPro finalized and implemented at routine intervals.
Field Data Collection	QA/QC performed on USRAP and RR grade crossing databases. R- Script developed for conversion of camera-obtained traffic volume data between new vendor and old vendor format/tally summation.
Item/Project Area	Quarter 3
Small Area Traffic Forecasts/Project Studies	Completed 89 small area traffic forecasts using October 2019 c19q3 and March 2019 c20q1 ONTO 2050 conformity networks. Major projects include Gougar Road and Caton Farm-Bruce Rd (WCDOT), Lewis Avenue (LCDOT), Biesterfield @ I290 Road interchange (EGV) and Aucutt/Knell Roads for (Village of) Montgomery Business Center. Provided "Existing Conditions" ONTO2050 Y-2050 MHN attribute data to CDOT for North Lake Shore Drive studies. Addressed questions from CDM Smith on Tollway modeling. Performed mobile source greenhouse gas emissions analyses for Park Forest and Oak Park; for Oak Park an analysis system package prepared and tested.
SATF / Traffic Count Map Tool	Made Map Tool available to interested staff without password access in CMAP_GIS platform. Regularized update procedures and ensured recognition of March 2020 conformity c20q1 results in visible map layer.
Field Data Collection	Selected candidates for interview in April 2020.
Item/Project Area	Quarter 4 Progress
Small Area Traffic Forecasts/Project Studies	Completed 95 SATF forecast requests using March 2020 conformity network. Finalized 3 preferred alternates for I-55 at Lorenzo Road/IL 129



	(with intermodal truck volumes), and Caton Farm/Bruce Rd NoBuild and Build in Will County. CDOT road diets (on Chicago Ave and Randolph St) and Arlington Hts Rd/Buffalo Grove Rd / IL 83 in southern Lake County also explored. Assisted WSP/IDOT in modeling for I-290 in year 2050 (no-build) by providing socioeconomic files. North Lake Shore drive terminus (Hollywood/BM – focused, existing conditions and other alts for 2050 work ongoing. Continue mobile source greenhouse gas analyses as requested by regional partners using system package.	
SATF / Traffic Count Map Tool	Continued updating on bi-weekly basis of forecast segments and introduction to digitizing segments for interns	
Field Data Collection	Waybill and restrictions on south suburban roads for Freight. Congestion scan sensor data upload. Mapping of survey responses, and digitizing of forecast segments using Arc.	
Item/Project Area	FY21 Quarter 1 Objectives	
Small Area Traffic Forecasts/Project Studies	Perform 80 SATF forecasts using March 2020 conformity network. Continue several Will County – based alternate scenario forecast activities for RSPs, constrained/unconstrained arterial projects and water infrastructure projects. Continue North Lake Shore Drive modeling for Year 2050 ADT on expanded alternative basis. Continue mobile source greenhouse gas analyses as requested by regional partners using system package.	
SATF / Traffic Count Map Tool	Ensure availability of traffic count data from point location in Map Tool and pursue-translate-upload-link 2019 traffic data from IDOT. Explore ready access and use of resultant forecast layers by consultants/sponsor agency for larger than 50 segment requests.	
Field Data Collection	Berwyn – Riverside Grade Crossing Study activities and other to-be-determined grade crossing focus areas/RR lines. Observations of non-motorized travel activity (bike-ped, compliant with local CV-19 restrictions) Digitizing of forecast layers.	
Operational Area: Data Visualization Application Development		
Operational managers: Aaron Brown		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Data visualization literature review	Prepared a curated inventory of data visualization tools and examples. The document is organized into two sections: 1) discussion of visualization tools including pros and cons, level of sophistication, relevant libraries and links to examples; 2) detailed examples of relevant data visualizations organized by purpose, type and data theme.	
TIP mapping workflow	Began work on a GIS-based tool for programming staff to develop a more efficient workflow to respond to external requests for static maps displaying TIP projects.	



Item/Project Area	Quarter 2	
Data visualization literature review	Used information from the literature review to prepare first version of filterable web gallery to explore data visualization projects at CMAP. New projects can be added to the gallery as they are completed.	
TIP mapping workflow	Completed development of the TIP mapping tool including documentation and user guide for programming staff.	
Model scenario comparison	Met with modeling staff to discuss relevant datasets, summaries, and functionality for the proposed scenario comparison tool.	
Item/Project Area	Quarter 3	
Model scenario comparison	Began drafting reference guide to list and describe relevant datasets from the Trip-Based Model to include in the update scenario comparison template.	
Item/Project Area	Quarter 4 Progress	
Model scenario comparison	Developed a scenario comparison tool for the Trip-Based Model. The tool replicates an existing file that compares selected statistics between model scenarios but generates the comparison(s) in an automated fashion.	
Item/Project Area	FY21 Quarter 1 Objectives	
Trip-Based Model calibration and validation tools	Begin work to develop tools and procedures that will ultimately be used to examine and visualize modeling datasets vs. observed datasets.	
Project: Household Travel Survey Update		
Project manager: Craig Heither		
Deliverable	Completion Timeline	Comment
Memorandum on final survey data weighting	Q1	
Final weighted survey database	Q2	
Project final report	Q2	
Research brief highlighting major trends in the survey data.	Q4	
Item/Project Area	Quarter 1	
Final reports and memoranda	Provided comments on: initial draft of recurrent survey framework memo, data weighting methodology memo, final report content and the data dictionary.	
Survey database development	Conducted extensive quality control review of interim databases received. Provided continuous feedback to consultant on data inconsistencies, quality issues and data processing logic.	
Analysis of survey results	No activity.	
Item/Project Area	Quarter 2	



Final reports and memoranda	Received final memo on recurrent survey framework and discussed survey data summaries to be included in the final report.	
Survey database development	Continued extensive quality control review of interim databases received. Provided continuous feedback to consultant on data inconsistencies, quality issues and data processing logic. Finalized survey data weights.	
Analysis of survey results	No activity.	
Item/Project Area	Quarter 3	
Final reports and memoranda	Granted time extension to contract through March 31. Provided comments and edits for final data weighting methodology memo and draft final project report. Received all project final deliverables.	
Survey database development	Continued quality control review activities of survey database. Provided continuous feedback to consultant on data inconsistencies, quality issues and data processing logic. Implemented improvements to data weighting methodology and finalized it.	
Analysis of survey results	Initiated analysis of key takeaways from the survey results for release with public database.	
Item/Project Area	Quarter 4 Progress	
Final reports and memoranda	Received final invoice from consultant and closed out contract.	
Survey database development	Continued implementing data adjustments to survey database to address transit trip itineraries, misidentified modes and illogical trips. Began developing additional data fields to improve clarity in public release data set.	
Analysis of survey results	Continued analysis of key takeaways from the survey results for release with public database.	
Item/Project Area	FY21 Quarter 1 Objectives	
Survey database development	COVID-19 prevented completion of this work in Quarter 4. Complete final data adjustments to survey database and final data weights. Develop additional data fields to improve clarity, update documentation, anonymize data and release public use data set to the Data Hub.	
Analysis of survey results	Complete analysis of survey key takeaways.	
Project: Regional Intelligent Transportation System (ITS) Architecture Update		
Project manager: Claire Bozic		
Deliverable	Completion Timeline	Comment
Outreach Interview Summaries	Q1	
Updated ITS Architecture Database	Q3	Will be web-based
Final architecture website files	Q3	
Documentation on architecture changes	Q3	



and architecture website customization, installation and maintenance.		
Item/Project Area	Quarter 1	
Outreach Interview Summaries	Outreach is complete, summary document has not been received.	
Updated ITS Architecture Database	Conversion of the original database to RAD-IT is complete and updates are underway.	
Final architecture website files	A test architecture website was set up by Omegabit, who hosts our CMAP website. It is being tested for functionality with the current ITS website pages so it will be ready for the new version	
Item/Project Area	Quarter 2	
Communications white paper	Received draft and provided comments	
Item/Project Area	Quarter 3	
Outreach Interview Summaries	Receive and review outreach summary document.	
Updated ITS Architecture Database	Make changes to implementer projects, and add ON TO 2050 planning items. Link them with service packages.	
Draft communications white paper	Draft was received. White paper will be finalized next quarter.	
Item/Project Area	Quarter 4 Progress	
Updated ITS Architecture Database	Continue making changes to implementer projects, and add ON TO 2050 planning items. Link them with service packages. Draft received	
Final architecture website files	Begin making the basic design decisions to make the final website pages look similar to other CMAP products (color, font, logo – selecting from software defaults).	
Finalize communications white paper	Draft received	
Item/Project Area	FY21 Quarter 1 Objectives	
Updated ITS Architecture Database	Continue making changes to implementer projects, and add ON TO 2050 planning items. Link them with service packages.	
Final architecture website files	Begin making the basic design decisions to make the final website pages look similar to other CMAP products (color, font, logo – selecting from software defaults).	
Finalize communications white paper	Anticipated December completion date pushed back. Will be completed before contract ends in July.	
Project: Estimation and Calibration of Activity-Based and Production Travel Demand Models		
Project manager: Craig Heither		
Deliverable	Completion Timeline	Comment



Detailed project work plan	Q3	
Processed travel survey data suitable for model estimation	Q4	Likely to be delivered as .CSV files
Item/Project Area	Quarter 1	
Request for Proposals	Developed Request for Proposals and released for bid. Held pre-bid information session.	
Trip-based model uncertainty analysis	No activity.	
Trip-based model update	No activity.	
Item/Project Area	Quarter 2	
Request for Proposals	Due to an unsatisfactory response to the original RFP, the scope was narrowed to only include work on the trip-based model and the revised RFP was released. Completed proposal evaluation process and recommendation prepared for CMAP Board.	
Trip-based model uncertainty analysis	No activity.	
Trip-based model update	No activity.	
Item/Project Area	Quarter 3	
Request for Proposals	Received contract approval by CMAP Board at their January 8 meeting. Scheduled kick-off meeting to discuss scope of work, overall project goals and CMAP priorities.	
Trip-based model uncertainty analysis	No activity.	
Trip-based model update	Provided consultant with current model structure and code base. Provided consultant with some data sets for model calibration and validation.	
Item/Project Area	Quarter 4 Progress	
Request for Proposals	Held project kick-off meeting. Finalized project work plan and schedule.	
Trip-based model uncertainty analysis	Developed scope for uncertainty analysis and finalized policy levers and uncertainty variables to test. Developed input data files to support uncertainty analysis testing. Began development of API to run travel model scenarios and inventory the results, and began editing model scripts to support API implementation.	
Trip-based model update	Acquired Metra 2019 origin-destination survey data and began updating AADT file for model calibration and validation.	
Item/Project Area	FY21 Quarter 1 Objectives	
Estimation and Enhancement of Trip-Based Travel Demand Model	In FY21 this project will be titled Estimation and Enhancement of Trip-Based Travel Demand Model to reflect the focus of work on the trip-based model.	



Trip-based model uncertainty analysis	Complete final input data files for the uncertainty analysis and develop final parameter values. Conduct analysis quantifying uncertainty in the model and document results.	
Trip-based model update	Assess uncertainty analysis results for impact on model update. Develop model update design plan.	
Project: Update and Enhancement of Activity-Based Travel Demand Model		
Project manager: Craig Heither		
Deliverable	Completion Timeline	Comment
Develop RFP	Q1	
Item/Project Area	FY21 Quarter 1 Objectives	
Request for Proposals	Develop scope of work and draft Request for Proposals.	
Project: Commercial Services Vehicle Model and Survey		
Project manager: Nick Ferguson		
Deliverable	Completion Timeline	Comment
Revised RFP	Q1	
Item/Project Area	FY21 Quarter 1 Objectives	
Request for Proposals	Revise Commercial Services Vehicle Touring Model RFP to include survey component and repost.	
Transportation Capital Programming		
Operational Area: TIP Development and Management		
Operational manager: Kama Dobbs		
Deliverable	Completion Timeline	Comment
Quarterly reports on TIP management activities	End of each quarter	
Item/Project Area	Quarter 1	
Regular TIP amendments	Regular amendments and on-going supporting activities completed.	
Item/Project Area	Quarter 2	
Regular TIP amendments	Regular amendments and on-going supporting activities completed.	
Monitoring & reporting on performance measures and the TIP	Kick-off efforts to transition annual obligation report (financial) to include both obligations and performance measures.	
Item/Project Area	Quarter 3	
Regular TIP amendment	Regular amendment and on-going support activities completed	
Monitoring & reporting on performance measures and the TIP	Continued efforts to transition annual obligation report (financial) to include both obligations and performance measures.	
Item/Project Area	Quarter 4 Progress	
Regular TIP amendments	Regular amendments and on-going support activities completed	



Monitoring & reporting on performance measures and the TIP	Presented obligations and performance report findings to Transportation Committee	
Training opportunities	Provided an overview of programming to new CMAP staff	
Item/Project Area	FY21 Quarter 1 Objectives	
Monitoring & reporting on performance measures and the TIP	Complete final FFY 2019 obligations and performance report	
Operational Area: Conformity of Plans and Program		
Operational manager: Russell Pietrowiak		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Conformity Analysis	Analysis for Conformity Amendment 19-09 was done and the results were released for public comment by the TC committee in August.	
Tier II Consultation	A Tier II Consultation meeting was held on 9/26/19.	
Training	Began training another staff member to assistant with MOVES modeling.	
Item/Project Area	Quarter 2	
Conformity Analysis	Emissions modeling for Conformity Amendment 20-03 was completed (public comment will be in January). Modeling was also done for 2 Plan Amendments but that will need to be redone as part of the plan amendment process.	
Data analysis	Emissions modeling data for CREATE projects. CMAP data/modeling results to/with IEPA data and modeling results. This has led to follow up discussions with IEPA regarding various divergent data sets. An offshoot of these discussions have been to explore vin decoding to create a new vehicle population file. A new Motor Vehicle Emissions Budget (MVEB) was worked out with IEPA.	
Tier II Consultation	A Tier II Consultation meeting has been scheduled for 1/21/19.	
Training	Training of another staff member to assistant with MOVES modeling continued.	
Item/Project Area	Quarter 3	
Conformity Analysis	Emissions modeling was started at the end of March for the Conformity Amendment 20-6 and the IDOT Plan Amendments that will be considered at the MPO meeting in June.	
Data Analysis	Work on the vin decoder project continues.	
Tier II Consultation	The next meeting on call.	
AMPO AQ Working Group	The AMPO work group was scheduled to meet in April. The meeting will be rescheduled.	



Item/Project Area	Quarter 4 Progress	
Conformity Analysis	Conformity Amendment 20-6 and the IDOT Plan Amendments 20-3.1 were released for a 30 public comment period in May and then recommended for approval at the May Transportation committee meeting and received final approval at the June MPO meeting.	
Data Analysis	Mobile source emissions modeling comparing baseline data to a 25% reduction in transit trips was done. Several previous conformity modeling results were examined as part of an initial analysis for GHG mobile source emissions. A new vehicle population file was received at the end of June. Ozone data for the 2020 Ozone season was analyzed as part of an attainment redesignation request pertaining to the 2008 Ozone NAAQs.	
Tier II Consultation	A Tier II consultation meeting occurred on June 17 th .	
AMPO AQ Working Group	Beta tested a CMAQ Locomotive Emissions tool developed by the Volpe Center.	
Legislation	Review annual legislation, court cases or federal register notices regarding changes to Ozone NAAQs, particularly the court case for the McHenry attainment area.	
Item/Project Area	FY21 Quarter 1 Objectives	
Conformity Analysis	Continue to examine the technical aspects of the MOVES model so that scenario testing for GHG, Ozone, and PM2.5 can be refined	
Data Analysis	Analysis a new vehicle emissions file, work on updating data inputs for the MOVES model as necessary.	
Tier II Consultation	The next meeting is on call. Due to Ozone issue there may be a meeting in August otherwise it will likely be late Oct./early Nov.	
AMPO AQ Working Group	Work on a transportation conformity white paper for MPO's to begin in July. Provide comments to FHWA regarding exempt and not exempt work types for projects in the TIP.	
Legislation	Review annual legislation, court cases or federal register notices regarding changes to Ozone NAAQs, particularly the court case for the McHenry attainment area.	
Operational Area: CMAQ and TAP-L Development		
Operational manager: Doug Ferguson		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
FFY 2020-2024 CMAQ and FFY 2020-2022 TAP-L programs	Draft Recommended Program was approved by CMAQ Project Selection Committee on 7/18/2019 and released for a 30-day public comment period. Program approved by CMAQ Project Selection Committee on 9/5/2019 and Transportation Committee on 9/20/2019 TIP Amendments 20-21.3 and 20-21.2 prepared for CMAP Board and MPO Policy Committee consideration.	



Item/Project Area	Quarter 2	
FFY 2020-2024 CMAQ and FFY 2020-2022 TAP-L programs	<p>Programs approved by MPO Policy Committee and CMAP on 10/10/2019 along with TIP Amendments 20-21.3 and 20-21.2.</p> <p>All CMAQ projects included in TIP Amendment 20-21.3 except for one were found eligible by FHWA/FTA under federal guidelines. The exception was found to be partial ineligible and the scope and funding was amended to comply with FHWA's finding.</p> <p>A mandatory project initiation webinar was held on 12/10/2019 for the new programs to help project sponsors kick-off their projects.</p>	
Item/Project Area	Quarter 3	
FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	Continue review of evaluation methods and begin assessing new methods and modifications for next programming cycle in 2021.	
Item/Project Area	Quarter 4 Progress	
FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	Developed a recommendation of changes based upon the review of evaluation methods and assessments of modifications of next programming cycle in 2021 to present to the Project Selection Committee.	
Semi-annual Project Status Updates	Completed status updates on active and deferred projects which will be use to adjust programming decisions.	
Item/Project Area	FY21 Quarter 1 Objectives	
FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	In advance of the next programming cycle in 2021, present potential changes to evaluation methods and programming modifications to the Project Selection Committee in July. Based upon feedback received, seek approval of changes and modifications at the September Project Selection Committee meeting.	
FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	Start developing application materials for upcoming call for projects.	
Operational Area: STP Shared Fund Program Development and Local Program Development Support		
Operational manager: Kama Dobbs		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
FFY 2020 – 2024 STP-SF Program	<p>Program approved by STP Project Selection Committee on 9/5/2019 and Transportation Committee on 9/20/2019. TIP Amendment 20-21.1 prepared for CMAP Board and MPO Policy Committee consideration.</p> <p>Outlined approach for conducting “lessons learned” evaluation of the process.</p>	



FFY 2021 – 2025 STP-L marks	Compiled performance data and developed script for calculation of performance-based marks.
Local program methodologies and CFP preparations	Public comment and final approvals by local councils completed.
Development of methodology for incorporating “improvement” into local distribution formula	Held a number of internal brainstorming sessions with Policy and Programming staff and began brainstorming with planning liaisons and CDOT staff.
Item/Project Area	Quarter 2
FFY 2020 – 2024 STP-SF program	CMAP Board and MPO approval and notification to project sponsors. Begin to evaluate “lessons learned” through internal and external meetings, survey of applicants, and STP PSC discussions.
FFY 2021-2025 STP-L marks	Complete calculations and notify councils and CDOT.
Active Program Management (STP-SF)	Received initial updates for active and contingency programs.
Local Program Development	Provide support to council staff for completion of their local calls for projects, including eTIP set-up to accept applications, and providing eTIP training and Active Program Management presentations at council meetings and workshops.
Item/Project Area	Quarter 3
FFY 2020 – 2024 STP-SF program	Presented memo outlining “lessons learned” discussion schedule for CY 2020 for January STP PSC.
Active Program Management (STP-SF)	Published program status reports base on December quarterly updates and received March quarterly updates from project sponsors.
Local Program Development	Continued providing support to council staff for completion of their local calls for projects, including the use of eTIP database for those calls.
Item/Project Area	Quarter 4 Progress
FFY 2020-2024 STP-SF program	Continued “lessons learned” evaluations and STP Project Selection Committee presentations and discussions.
Active Program Management (STP-SF)	Prepared and published updated program status reports. Evaluated project status and guided sponsor requests for obligation deadline extensions and completed active reprogramming actions.
Local Program Development	Supported council staff with scoring and ranking projects, and developing draft 5-year programs for public comment.
Item/Project Area	FY21 Quarter 1 Objectives
FFY 2020-2024 STP-SF program	Continue “lessons learned” evaluations and STP Project Selection Committee presentations and discussions.



Active Program Management (STP-SF)	Prepare and publish updated program status reports. Evaluate project status and guide sponsor request for obligation deadline extensions and take active reprogramming actions.	
Local Program Development	Support council staff as needed with responses to public comment and development of final programs.	
Operational Area: Active Program Management		
Operational manager: Jen Maddux and Russell Pietrowiak		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Obligation tracking	<p>CMAQ obligations for FFY 2019 totaled \$262 million (\$163 million in transfers from FHWA to FTA), achieving an unobligated balance of zero. TAP-L obligations in FFY 2019 were minimal, leaving a balance of \$27 million.</p> <p>IDOT transferred \$89 million from NHPP to CMAQ.</p> <p>STP-L obligations were \$190M a record amount and about \$23M more than last year's previous record amount. The suburban councils obligated \$138M which is more than double what a more typical year is.</p>	
Active Program Management	<p>Maintaining fiscal constraint for STP-L funded phases in FFY 20 with only about \$134M in FFY 20 is challenging. The remaining funding currently will only cover project phases through the March letting and staff is monitoring this closely.</p> <p>Coordination with IDOT and the PL's for locally programmed projects with a focus on the STP-L program for FFY 20.</p> <p>Participating in IDOT/FHWA monthly coordination meetings.</p> <p>Continue to track letting trends (since April there has been a significant increase in the # projects with high bids).</p>	
Item/Project Area	Quarter 2	
Obligation tracking	<p>CMAQ obligations in FFY 2020 stand at -\$11.7M due to several deobligations on previously obligated projects</p> <p>STP-L obligations are \$16.5M in FFY 2020</p>	
Active Program Management	<p>Staff continued discussions with IDOT in an effort to secure additional STP-L programming authority as current STP-L funding is estimated to only cover project through the March letting along with some of the projects targeting the April letting.</p> <p>Continued coordination efforts with IDOT and the PL's for locally programmed projects with a continued focus on the STP-L program.</p> <p>Continued participating in IDOT/FHWA monthly coordination meetings.</p>	
Item/Project Area	Quarter 3	



Obligation tracking	Continue to track Federal obligations and letting trends. This far 45M in STP-L funds have received federal authorization and about \$170M in FHWA funded project phases have received authorization in FFY 20.	
Active Program Management	A significant amount of time was spent working on the STP-L funding issue for FFY 20. This involved numerous meetings, memos and discussion with IDOT, CDOT, and the PLs in an attempt to fund projects targeting the April and June IDOT lettings. Continue participating in IDOT/FHWA monthly coordination meetings.	
Item/Project Area	Quarter 4 Progress	
Obligation tracking	Continued to track federal obligation and letting trends.	
Active Program Management	Continued to monitor and manage the STP-L program as the end of FFY 20 approaches. This involves regular meetings and discussions with IDOT, CDOT and the PL's. Continued participation in IDOT/FHWA coordination meetings Worked on STP-L funding and accounting issues with IDOT D1 and Central office.	
Item/Project Area	FY21 Quarter 1 Objectives	
Obligation tracking	Continue to track federal obligations and letting trends. Work on developing a quarterly report of federal obligations and awards.	
Active Program Management	Continued participation in IDOT/FHWA coordination meetings Have the semi-annual coordination meeting regarding local programs with IDOT and the PL's. Work on developing the federal resources for FFY 21 in the TIP. Work on Transit award tracking. Develop a status report of CREATE and RSP projects. STP-C program development and implementation STP-Bridge program monitoring	
Operational Area: Council of Mayors		
Operational manager: Teri Dixon		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
COM Executive Committee	At October 29, meeting mayors updated about FFY2021-2025 STP Local Programming Marks and status of STP expenditures in region.	
COM meetings	Various staff members attend to answer and inform council concerns.	
Planning Liaison (PL)	Held several meetings with PLs to discuss methodology, preparation for individual call of projects of each council and to brainstorm policy regarding various common interests.	
Item/Project Area	Quarter 2	



COM Executive Committee	Preparing agenda and other pertinent information for Jan 28. Staff is working with other staff members to consolidate and ensure COM agenda are in line with Mayors and CMAP agenda for upcoming legislative cycles.	
Planning Liaisons	Each council will be having a call for projects in 3 rd quarter. In 2 nd quarter CMAP staff is continuing to provide support and help PLs with this process. Continued coordination for UWP 2021 and the contractual responsibilities for PLs occurring.	
Item/Project Area	Quarter 3	
COM Executive Committee	Prepares agenda for the April meeting. Coordinated with other staff members, IDOT, federal staff and programming partners to ensure that the STP local funding situation was understood and that projects move forward as funding is available.	
Planning Liaisons	Work with PLs to complete the local STP project calls, extend as requested project calls that used eTIP. Continuing to work with PLs regarding strategies for project implementation for the remaining federal fiscal year.	
Item/Project Area	Quarter 4 Progress	
COM Executive Committee	Continuing to work with COM EC and other programming partners on strategies for project readiness and thoughts for projects and implementation of FFY 2021 and stimulus package.	
Planning Liaisons	Continuing work with PLs on upcoming programs, budgets and strategies for positioning the region for implementation and project movement in the upcoming federal fiscal year	
Item/Project Area	FY21 Quarter 1 Objectives	
COM Executive Committee	Continuing work with COM EC and other programming partners on strategies for project readiness and thoughts for projects and implementation of FFY 2021 and stimulus package.	
Planning Liaisons	Continuing work with PLs on upcoming programs, budgets and strategies for positioning the region for implementation and project movement in the upcoming federal fiscal year.	
Operational Area: eTIP Database Development and Maintenance		
Operational manager: Doug Ferguson		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
eTIP Database	No major work completed. Resolved issues related to eTIP performance with EcoInteractive support.	
TIP Map Workflow	Began work on improving TIP political boundary maps.	
Item/Project Area	Quarter 2	

eTIP Database	Completed work related to the carryover of the 19-00 TIP to the 20-00 and the addition of new projects from the CMAQ, TAP-L and STP-SF call for projects. Resolved issues related to eTIP performance with EcoInteractive support.
EcoInteractive Contract Negotiations	Staff input on eTIP development and maintenance was received and had initial contact with EcoInteractive.
TIP Map Workflow	Completed a draft process for producing maps of TIP projects using political representative boundaries.
Item/Project Area	Quarter 3
eTIP Database	Resolved issues related to eTIP performance with EcoInteractive support. Updated DNS record to improve functionality of website. Opened up Call For Projects (CFPs) for seven of the Council of Mayor's STP-L calls and supported those efforts.
EcoInteractive Contract Negotiations	Continued the negotiation process for a new contract for eTIP development and maintenance.
TIP Map Workflow	Finalized process for producing maps of TIP projects using political representative boundaries. Completed the negotiation process for a new contract for eTIP development and maintenance.
Item/Project Area	Quarter 4 Progress
eTIP Database	Resolved issues related to eTIP performance with EcoInteractive support.
EcoInteractive Contract Negotiations	Finalized new contract for eTIP development and maintenance.
Item/Project Area	FY21 Quarter 1 Objectives
eTIP Database	Continue to monitor eTIP database functionality and make corrections to issues that arise with database. Formulate plan for updates and enhancements to database.
EcoInteractive Product Council	Advising EcoInteractive on their efforts for a major overhaul of database structure behind eTIP.

Communications and Outreach Program

Operational Area: Planning Support

Operational managers: Vacant Communications Senior

Deliverable	Completion Timeline	Comment
Support for Call for Projects announcement and project selection	Q4	Small Plans, Big Ideas event series, press release, social, e-blast, web homepage
Municipal newsletter	Quarterly	Reviewing goals and audiences of newsletter
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Web-based plans	Worked on selection scope of projects with project managers.	



Item/Project Area	Quarter 2	
Cannabis Zoning Town Hall	Initiated at request of Planning DED, held in October.	
Small Plans, Big Ideas forum series	Completed forum series and ON TO 2050 symposium to coincide with Call for Projects.	
Item/Project Area	Quarter 3	
Call for projects announcement	Drafted press release for LTA launch.	
Item/Project Area	Quarter 4 Progress	
Web-based plans	Re-start work on the web-based plans	
Housing policy update	Working with Jonathan Burch on potential policy update on housing	
Item/Project Area	FY21 Quarter 1 Objectives	
Web-based plans	Re-start work on the web-based plans	
Housing policy update	Working with Jonathan Burch on potential policy update on housing	
Operational Area: Policy and Programming Support		
Operational managers: Vacant Communications Senior		
Deliverable	Completion Timeline	Comment
Indicator development and publication	Quarterly	Engagement strategies completed. Awaiting next steps from PMs.
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Clusters report	Engagement strategy complete. Comms initial edits completed. Message map in process. Design initiated. Awaiting final text from PMs.	
Rail grade crossing	Engagement strategy complete. Message map drafted. Video requested for 11/26 presentation, but no script yet developed by PM.	
Policy briefs support and promotion	Supported release of 7 Policy Briefs in Q1.	
Item/Project Area	Quarter 2	
My Daily Travel	Still awaiting data set and initial findings. Discussed plan to publish key takeaways and brief analysis, release data, and work on larger visualization and analysis project.	
Clusters report	With policy, developed draft final report. Discussed key takeaways. Release TBD.	
Expressway Vision	Nearly completed report. Completed work on graphics with Urban Lab. Release strategy TBD.	
Item/Project Area	Quarter 3	
Process for content development	Developed overarching process for content development.	
Clusters report	Released report, finalizing social media video illustrating traded clusters.	
Expressway vision	Met with report sponsors. Need to determine go forward strategy for report.	



Census	Posted web page on importance of Census data to the region.	
Item/Project Area	Quarter 4 Progress	
COVID-19 response	Edited, updated and/or wrote around 20 articles in the newsletter and on the website related to COVID-19 and the stay-at-home order. Promoted articles on social media and promoted/organized webinars related to COVID response. Posted and promoted COVID resource list.	
Local incentives guide	Engagement strategy complete. Comms initial edits completed. Communications strategy drafted.	
Water policy support	Released three water policy briefs highlighting new water data, conservation actions, and Will County. Created and launched promotional social media video for new data.	
Earth Day	Created and shared Earth Day social media graphic tying climate change effects to health impacts.	
Community Data Snapshots	Posted to website and promoted in newsletter	
Item/Project Area	FY21 Quarter 1 Objectives	
COVID-19 response	Develop, post and promote timely and relevant updates related to COVID-19 pandemic on website and in newsletter	
Videos	Launch vision video. Draft and/or review scripts as well as launch videos on traded clusters, sidewalk inventory, transportation funding, railgrade crossings, zoning, and flooding.	
Community Data Snapshots	Draft year-long promotion plan.	
Operational Area: Media Relations and Messaging		
Operational managers: Vacant Communications		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Proactive pitches and engagement	Proactive media outreach around new ED hire, Community Data Snapshots, demographics policy brief, LTA Call for Projects, APA-IL Awards, sidewalk inventory, manufacturing and inclusive growth, tax policy, flooding and water recommendations in ON TO 2050, and Small Plans, Big Ideas, event series. Resulting in multiple stories placed, including ED appearance on Chicago Tonight, op-ed by CMAP ED in Crain's on tax policy, and multiple mentions of ON TO 2050 recommendations in the Crain's Forum series related to both disinvestment and flooding.	
Media requests	Fielded requests on multiple topics including regional economy, impacts of flooding and climate change, congestion and congestion pricing, water demand across region, costs related to Rte 53/120, and more.	



Editorial calendar	Editorial calendar continually updated and used to plan multiple communications.	
Item/Project Area	Quarter 2	
Proactive pitches and engagement	CMAQ/STP/TAP-L funding and projects. If ready for release Clusters and Rail Grade Crossing. Potentially demographics policy brief.	
Media requests	Fielded ongoing media requests from Chicago Magazine, Pioneer Press, Forbes, Crains, Chicago Tribune, and Chicago Sun-Times.	
Item/Project Area	Quarter 3	
Media requests	Fielded media requests from Crains, Chicago Tribune, Block Club Chicago, South Side Weekly, and WTTW.	
Item/Project Area	Quarter 4 Progress	
Media outreach	Fielded media requests from Crain's Chicago Business, WTTW, Chicago Magazine, Journal and Topics Newspapers, Lake County News-Sun, CAN TV, Forbes.com, Patch, PRoPublica, WBBM Newsradio, and Better Government Association. Media mentions include 20-plus articles in Crain's Chicago Business, The Chicago Tribune, The Chicago Sun-Times, The Chicago Reader, The Daily Herald, WBEZ, WGN Radio, The Hyde Park Herald and Streetsblog Chicago	
Proactive pitches and engagement	Proactive media pitches related to STP public comment periods, COVID return to work traffic analysis. Stories on STP appeared in Daily Herald, Elgin Courier News, Kane County Chronicle	
Item/Project Area	FY21 Quarter 1 Objectives	
Media outreach	Increase proactive media outreach with increased staff. Will reach out to media on Community Data Snapshots, water loss policy update.	
Operational Area: Graphic Design		
Operational manager: Nancy Catalan-Sanchez		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Design Requests	44 requests were submitted and 41 jobs were completed.	
Publications	12 publications were completed.	
Videos	2 "long" videos completed: Creating a better Chicago region (Thirst) and Zoning (CMAQ). Additionally multiple short animated videos and GIFs were created for social media around outreach events and APA awards.	
Program Marketing and Branding	Branding design was approved.	
Item/Project Area	Quarter 2	
Hiring New Associate Designer	We will begin reviewing resumes and set up interviews.	



Program Marketing and Branding	Approved by DED, presented to Board and being incorporated into design. Brownbag to introduce to staff set for DATE.	
Item/Project Area	Quarter 3	
Hire New Designer	Complete 2 nd round interviews and select candidate for hire.	
Implement branding to template materials	Now that the design has been approved, we will begin to update current templates with new branding. Chinatown parking plan will be used as a test run for an LTA executive summary. CMAP's design guidelines will also be updated. Designed first-ever LTA project brochure.	
Item/Project Area	Quarter 4 Progress	
Implement branding	Continue to implement branding on ongoing projects which include email banners, LTA materials, brochures, white paper covers, and among other materials used by staff on continuous basis.	
Design Requests	34 requests were submitted and 31 jobs were completed.	
Design consultant work	Finish sidewalk inventory and traded clusters video. Give Span list for additional photo requests.	
Design RFP	Selected vendor, Span, as the design integration consultant; was approved by the Board.	
Flip	Completed all promotional materials for summer program, which included web and social media graphics and poster.	
Item/Project Area	FY21 Quarter 1 Objectives	
Continue to implement branding	Continue to implement branding on ongoing projects which include email banners, LTA materials, brochures, white paper covers, social media templates, and among other materials used by staff on continuous basis.	
Design consultant work	Import new photos from Span into the photo library and tag. Finalize videos on sidewalk inventory and traded clusters.	
Videos	Begin videos (5 total) for Algonquin-Cary virtual outreach. Complete COVID response video.	
Operational Area: Web Administration		
Operational manager: Joey-Lin Silberhorn		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Consultant management	Continued work with consultants on website development and design/strategic work, which included the senior management visioning session.	
Website maintenance and administration	The homepage was switched to a new, more user-friendly design, and work continued on updating the rest of the site.	



Design and template upgrade	Homepage updated as first phase of overall site template upgrade. Interactive “widgets” developed for ON TO 2050 being added to CMAP channel, starting with local strategy maps.
Item/Project Area	Quarter 2
Website design, maintenance and administration	The 2019 theme was deployed to the website, which included the new Topics pages templates, and the Topics page itself. There were other minor design tweaks included in this, so that the CMAP and ON TO 2050 sites were more closely aligned. Some of the maintenance on the site has been slowed or delayed due to a patch issue that is being worked on between Liferay and Clarity.
ON TO 2050 functionality moved to CMAP website	Work on this has been hold due to the patch issue; once that is resolved and we have updated the website, we will be working to get the widgets available for use. The local strategy map widget was completed and is available for use.
Topics Index and Key Topics page updates	Sustainability, housing, regional econ development, tax policy, and land use have been edited for the new format. The new topics page was added to the website backend when the theme was deployed.
Item/Project Area	Quarter 3
Website maintenance and administration	Continued prep work for Liferay upgrade, moving past a large patch issue, and cleared the backlog of open tickets.
Consultant management	Worked with web development consultants on the upgrade. Worked with hosting consultants to discuss possible upgrades to our servers. Worked with design consultants to create several videos. Also issued new RFP for design consultant.
Topics Index and Key Topics page updates	The index was created and several pages have been edited for the new format. This project has been on hold for a bit, due to the onboarding of new digital senior, and transitioning to working from home.
Item/Project Area	Quarter 4 Progress
Website maintenance and administration	Work continued with our consultants to upgrade the website to Liferay 7.2. Hosting service has upgraded our servers. Clarity conducted a page load analysis of the website.
Consultant management	Span was selected as the design integration consultant, and approved by the Board.
Topics Index and Key Topics page updates	Met to discuss what our next steps on the project.
Item/Project Area	FY21 Quarter 1 Objectives
Website maintenance and administration	Upgrade the website to 7.2 and update website instruction videos and guide to reflect new site. Regroup on the Topics page with Comms principal and create plan for getting the topics updated. Work on minimizing page load time, including graphics and images, and with Omegabit to see if they can help on the server side.



Consultant management	Continue work with consultants on the Liferay upgrade. Once it is finalized, we will work to get interactive graphics working on the site to be used for briefs and eventually LTA plans. Strategize how a blog will be incorporated into the site.	
Operational Area: Digital Content Strategy and User Engagement		
Operational manager: Joey-Lin Silberhorn		
Deliverable	Completion Timeline	Comment
Analytics report and assessment of digital strategies	Quarterly	Clarity report, establishment of monthly meeting. See separate quarterly report detailing analytics.
Progress report	Quarterly	
Item/Project Area	Quarter 1	
FY20 Social Media Plan	Social media plan finalized and approved and began implementing key steps including: Visited CMAP committee meetings to encourage members to follow our accounts and engage with our content, Promoted Small Plans Big Ideas series and experimented with Facebook Live for the first time.	
Item/Project Area	Quarter 2	
FY20 Social Media Plan	Create a list of social media influencers to target for relationship building, begin sharing more posts that show CMAP's culture, launch ED's social media presence, develop evergreen content that can be used as aligns with the editorial calendar.	
Item/Project Area	Quarter 3	
Analytics reporting	Continued reporting of analytics. Clarity tracked keyword searches in ON TO 2050 channel.	
FY20 Social Media Plan	Started analysis of followers across platforms.	
Social media content	Share staff photos and updated banners to promote census, created list of municipal accounts to increase local engagement.	
Website content	Updated industry clusters page; added visual interest to new pages by adding branded banners; added COVID-19 resources and response page; added census page.	
Item/Project Area	Quarter 4 Progress	
Analytics reporting	Clarity reported out on keyword tracking, as well as PDF downloads. Internally, we also discussed what we want our own tracking to look like and how the items will be tracked. Will continue to track monthly, and report out at high level on a quarterly basis.	
FY20 Social Media Plan	Continued social media followers analysis, developed social media strateg for ED.	



Social media content	Create and share social media videos about comprehensive plan, water data, and census; create gifs to promote walk scores. Promoted Future Leaders in Planning (FLIP)	
Website content	Added water data and water policy updates; added COVID response and resources page and briefs.	
CMAP Celebrates	Launched CMAP Celebrates series in Weekly newsletter and on social media.	
Item/Project Area	FY21 Quarter 1 Objectives	
Analytics reporting	Finalize what we are tracking and aligning with internal goals. Produce a high level report for management at the end of Q1.	
Social Media Plan	Complete social media followers analysis, develop social media strategy.	
Social media content	Create and share social media videos about sidewalk inventory, traded clusters, rail grade project, and zoning equity	
Website content	Continue to add COVID response briefs to the site, and update content as needed.	
FLIP	Share social media content related to FLIP during sessions	
Newsletter content	Launch intern spotlight in internal newsletter	
Operational Area: Broad-Based External Engagement		
Operational manager: Jane Grover		
Deliverable	Completion Timeline	Comment
Stakeholder survey	Q4	
Progress reports	Quarterly	
Item/Project Area	Quarter 1	
FY20 Public Engagement Strategy	Strategy drafted, engagement goals and stakeholders identified.	
Small Plans, Big Ideas series	Secured venues, managed logistics, resources, staffing, and procurement for the series; two events concluded.	
Public engagement	Hosted, facilitated, and attended multiple events with public and private sector partners to promote ON TO 2050 and its recommendations and to support other agency initiatives, including Fox Valley Sustainability Network, McHenry County Water Forum, Illinois Institute of Technology, NALCO Energy, Chicago Region Tree Initiative.	
Citizens' Advisory Committee	Convened September 10.	
Census 2020	Considered involvement in State Census 2020 grant program; continued involvement with Illinois Complete Count Commission.	
Item/Project Area	Quarter 2	
Public engagement strategy, implementation	Aligned the public engagement strategy with new agency vision/goals, identify stakeholders for targeted outreach, develop messaging and outreach presentation: Community strategic planning session in Roselle; completed Small Plans, Big Ideas series and symposium.	



Cross-departmental engagement strategies	Planned strategic engagement sessions with Planning, Policy and Programming staff to proactively support their initiatives – Evanston alternative support LTA project; two cannabis zoning conference calls; began planning conference call on regional distribution centers.
Census 2020	Participated in Metropolitan Mayors’ Caucus peer advisory network and State Illinois Complete Count Commission meetings. Promoted Census 2020 materials and participation at all outreach events.
Speaking engagements	Supported and promoted Executive Director’s speaking events
Citizens’ Advisory Committee	December meeting cancelled at direction of the chair.
Item/Project Area	Quarter 3
External engagement	With new engagement staff, presented at several community events in Flossmoor, Palos Hills, Chicago. Presentations to village boards/city councils in Broadview and Mount Prospect; secured (since cancelled) presentations with River Grove, Schiller Park, and Lemont. Collaborated with Illinois DNR and Rep. Sonia Harper on youth engagement. Interviewed Heather and Garland Armstrong regarding the accessibility of CMAP’s communications.
Citizens’ Advisory Committee	Committee meeting was held on March 10, six members were present. Committee members met the two new CAC liaisons, Dustin and Michelle. Both liaisons will work jointly to develop a workplan for the June 9 meeting.
Census 2020	Supported and promoted Census 2020 at all outreach events. Provided presentation to forum for Metropolitan Mayors’ Caucus Peer Advisory Group. Supported Illinois Complete Count Commission.
Cross-departmental engagement strategies and support	Provided public engagement consultation and activities for local planning projects, grade crossing study (Laraway Road), ON TO 2050 amendment process for I-55 projects, fines/fares/fees project, traded clusters. Supported executive speaking circuit activities.
Item/Project Area	Quarter 4 Progress
External engagement	Pivoted the agency’s external engagement to virtual interfaces. Provided production and facilitation support for webinars: New Data Show Regional Impact of COVID-19 Effective Virtual Meetings CARES Act Recovery Assistance (with Illinois DCEO and U.S. EDA) Regional Climate Adaptation (series of four, with MMC)
Cross-departmental engagement strategy and support	Provided production and facilitation support for virtual meetings of the CMAP Board, MPO Policy Committee, Environment and Natural Resources Committee, Counties Advisory Committee, Land Use and Housing Committee, Citizens Advisory Committee, Transportation Committee, Coordinating Committee.



	Continued to provide public engagement strategy and support for local planning projects, grade crossing study (Laraway Road), fines/fares/fees policy project.	
Item/Project Area	FY21 Quarter 1 Objectives	
External engagement	Continue external engagement using multiple, virtual platforms. Continue CMAP Talks series and develop other webinar offerings. Restart public engagement outreach to municipalities for virtual CMAP presentation at village board and city council meetings.	
Cross-departmental engagement strategy and support	Provide production and facilitation support for virtual meetings of the CMAP Board, MPO Policy Committee, and other committees. Continue to provide targeted public engagement support for local planning projects (shared services, equity in zoning), Laraway Road grade crossing study, and myriad policy updates.	
Operational Area: Public Engagement Tools, CRM		
Operational manager: Jane Grover		
Deliverable	Completion Timeline	Comment
Progress reports	Quarterly	
Item/Project Area	Quarter 1 (July 1 - September 30)	
Bang the Table	Worked with new consultant on platform design, staff training.	
CRM/Marcel	Continued work with consultants to fix bugs and develop user guides.	
TurningPoint (keypads)	Coordinated requests for borrowing of TurningPoint keypad polling equipment (LTA projects, Metro Strategies), and laptop software updates.	
Item/Project Area	Quarter 2 (October 1 – December 31)	
Bang the Table	Continued to work with consultant to design platform and demo website; developed sites for two LTA projects.	
CRM/MARCEL	Finalize user guide; continued work to update data via consultant.	
TurningPoint (keypads)	Explored equipment upgrades for budgeting purposes.	
Item/Project Area	Quarter 3 (January 1 – March 31)	
All	Supported launch of EngagementHQ site for Illinois International Port Project; supported development of EngagementHQ sites for Fox River LTA project and Laraway Road rail grade crossing study.	
Item/Project Area	Quarter 4 Progress	
All	Supported deployment of EngagementHQ for Burlington LTA plan, Laraway Road project. Finalized staff guidelines for EngagementHQ and developed operations manual for Outreach staff. Facilitated online training in EngagementHQ. Developed capacity for agency use of GoToWebinar, GoToMeeting, and Zoom virtual meeting platforms. Published GoTo Resource Guide.	
Item/Project Area	FY21 Quarter 1 Objectives	



All	<p>Continue support for deployment of EngagementHQ for LTA projects and rail grade crossing studies. Facilitate two training sessions for EngagementHQ with LTA staff.</p> <p>Continue support for broader staff utilization of virtual meeting platforms, including GoToMeeting, GoToWebinar, and Zoom. Explore additional meeting platforms and online engagement tools. Publish Zoom Resource Guide.</p> <p>Resolve CRM/MARCEL glitches. Hold staff training sessions for CRM/MARCEL.</p>	
Operational Area: Future Leaders in Planning (FLIP)		
Project managers: Michelle Agunloye and Courtney Barnes		
Deliverable	Completion Timeline	Comment
FLIP program, parent orientation	July 2019	44 students in 2019 cohort; program conducted July 15-20, including parent orientation.
Program application	Q3	N/A
Program curriculum	Q4	N/A
Item/Project Area	Quarter 1	
FLIP 2019	Successful FLIP program, 44 students.	
FLIP marketing	Created FLIP flyer for distribution at all outreach events.	
Item/Project Area	Quarter 2	
Project management	Built project management toolkit for FLIP; prepared guide for FLIP program.	
2020 program planning	Identified theme (water) and began curriculum development.	
Item/Project Area	Quarter 3	
2020 program planning	Finalized FLIP homepage and made FLIP 2020 applications available on the website (application since de-activated). Created a staff interest survey and distributed the survey internally among CMAP staff. Developed memorandum and engagement strategy to identify the pros and cons of a virtual FLIP 2020.	
Item/Project Area	Quarter 4 Progress	
2020 program planning	Pivoting to a virtual program for 2020, Outreach team continued to work with CMAP staff in developing content and programming for FLIP 2020. Five 1-hour sessions including orientation began July 9, continuing into August. 134 students across the region are registered to participate in virtual FLIP.	
Item/Project Area	FY21 Quarter 1 Objectives	
2020 program implementation, curriculum planning for 2021	Continue engaging students through virtual FLIP program, conduct four virtual sessions and comprehensive program debrief, report to CMAP Board and begin planning curriculum for FLIP 2021.	



Information Technology and Facilities		
Operational Area: Internal Hardware and Software Management		
Operational Manager: Matt Rogus		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Disaster Recovery:	IT continued migrating DR services to new cloud service provider. Completed shutdown of remote site in Phoenix, Arizona.	
Data Center OPO	Began evaluation of options for renting rack space at co-location facility and/or renting additional storage space in cloud.	
Reports	Completed Annual equipment inventory analysis report.	
Item/Project Area	Quarter 2	
Disaster Recovery	Completed migration of backup system copy to cloud service provider. Continue migrating additional services and storage. Began to repurpose older Phoenix equipment.	
Data Center OPO	Completed evaluation of options for either building full data center or renting rack space. Began developing rack diagrams for OPO and Colocation including power and cooling requirements.	
Reports	Completed Preliminary FY21 IT Budget document, Completed the following reports 1.) Network, 2.) Backup Policies and Procedures 3.) Backup and Storage System Status report.	
Item/Project Area	Quarter 3	
Data Center OPO	Developed and released RFP 237 for Colocation services, Completed rack diagrams for OPO and Colocation including power and cooling requirements. Began researching options for moving services for server equipment. Completed migration plan drawings for migrating server infrastructure to OPO and Colocation provider.	
Infrastructure Support	Implemented Remote Access Services for entire agency, implemented virtual GIS and Adobe virtual machines for agency staff. Implemented remote access for F&A team as needed.	
Reports	Completed FY21 IT Budget document, Updated the following reports 1.) Rack Diagrams and Power Management documentation.	
Item/Project Area	Quarter 4 Progress	
Data Center OPO	Evaluated, selected and contracted with Colocation service provider, Began testing network connectivity with Willis Tower and Colo. Continued working with General Contractor to prepare OPO MDF and IDF closets for CMAP IT equipment including selection of UPS and PDUs.	
Infrastructure Support	Responded to Willis Tower Power Outage. Troubleshooted UPS system, made emergency procurement of 128 batteries and rebuilt UPS system to	



	repower entire network infrastructure. Provided additional work arounds to staff to keep team operational.	
Item/Project Area	FY21 Quarter 1 Objectives	
Data Center OPO	Work with moving company to move server equipment to OPO & Colocation facility including complete moves of modeling environment, virtual server environment, phone system and all networking equipment to OPO and colocation. Begin moving virtual environment to new VxRail system. Work with General Contractor to prepare OPO MDF and IDF closets for CMAP IT equipment.	
Infrastructure Support	Work with movers to disassemble all phones, PCs, monitors, printers, plotters, copiers, etc. and reassemble at the OPO.	
Operational Area: Web Infrastructure Management		
Operational Manager: Lance Tiedemann		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Web Hosting	Test copy of ITS Architecture site on new hosting solution.	
Network Security	Performed recommended remediation on CMAP infrastructure.	
Item/Project Area	Quarter 2	
Cloud Applications	Setup suggestion box in Google Forms.	
Cloud Applications	Setup a SharePoint communications site for new CMAP Intranet and introduced it to content editors.	
Cloud Applications	Worked with test users on Office 365 Teams setup and training.	
Item/Project Area	Quarter 3	
Cloud Applications	Setup identity verification with Google for CMAP domain.	
Cloud Applications	Create and presented an introductory presentation and a 60-minute training covering Teams for staff.	
Cloud Applications	Worked with users to assist in setting up and troubleshooting teams Teams/O365 platforms.	
Item/Project Area	Quarter 4 Progress	
Cloud Applications	Implemented the expansion of Teams/O365 teleconferencing capabilities.	
Cloud Applications	Implemented M365 move and remote work surveys.	
Item/Project Area	FY21 Quarter 1 Objectives	
Cloud Applications	Test wireless network authentication before staff roll out.	
Cloud Applications	Make M365 Office Apps available to staff for download.	
Operational Area: Information Security		



Operational Manager: Lance Tiedemann		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Security Training	Performed two staff phishing campaigns with follow up in weekly email and assigned six new staff members to security awareness training.	
VPN	Presented a VPN training session for staff.	
Item/Project Area	Quarter 2	
Security Training	Continue to train staff with phishing campaigns informed by the phishing attacks experienced by the agency.	
Security Tools	Deployed new Microsoft security tools to test group.	
Item/Project Area	Quarter 3	
Colocation Data Center	Researched firewall solution for connectivity between the colocation data center and the Old Post Office IT room.	
Wireless Network Upgrade	Researched wireless access point and authenticator requirements for setting up an upgraded wireless network at the Old Post Office.	
Item/Project Area	Quarter 4 Progress	
Network Equipment Procurement	Based on Invitation for Bids (IFB) 239, procured firewalls, wireless access points, and authenticators to be setup at the colocation data center and the Old Post Office.	
Wireless Network Upgrade	Coordinate with low-voltage contractor to plan wireless access point setup at the Old Post Office for full coverage of office.	
Item/Project Area	FY21 Quarter 1 Objectives	
Colocation Data Center	Implement new firewalls for secure communication between the colocation data center and the Old Post Office.	
Wireless Network Upgrade	Implement new wireless access points and authentications at the Old Post Office for secure wireless access to the CMAP network internal and guest network.	
Wireless Network Upgrade	Integrate AV functionality into wireless network.	
Operational Area: Office Systems Management		
Operational Manager: Ben Stromberg		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Phone Environment	Research cloud PBX solution as a potential replacement for current VOIP system	
AV System	Evaluate OPO AV systems and services	
Item/Project Area	Quarter 2	

Meeting Support	Assisted RTA with hosting and streaming of board meetings at CMAP.	
Phone Environment	Compare cost, functionality, and future investment of phone systems.	
AV System	Continued evaluating OPO AV systems and services	
Item/Project Area	Quarter 3	
Phone Environment	Acquired bids from vendors for moving phone system to SIP.	
Telecommunication Services	Continued working on options for acquiring and implementing new internet and/or cable TV services at OPO.	
AV System	Developed scope of services for OPO AV systems, implementation and support services. Worked with AV vendor and GC to evaluate existing equipment at CMAP Willis Tower to be reused at OPO.	
Item/Project Area	Quarter 4 Progress	
Phone Environment	Procured and received equipment for SIP implementation. Completed vendor evaluation for SIP project and signed with consulting company. Obtain quote for new service agreement using SIP from phone service provider.	
Telecommunication Services	Signed service order to transfer main internet line from Willis to OPO. Obtained quote to transfer secondary internet line and TV services to OPO.	
AV System	Continued working with General Contractor to implement new AV services at OPO for Town Hall, main conference room in Post Master Suite and all conference rooms at the OPO. Worked with AV contractor to plan AV implementation at OPO AV.	
Item/Project Area	FY21 Quarter 1 Objectives	
Phone Environment	Begin site discovery and configuration of equipment for SIP crossover. Sign new agreement for SIP phone services. Coordinate with First Communication and consultant to complete SIP project. Move phone environment to OPO.	
Telecommunication Services	Sign new Comcast and First Communication agreement for OPO. Complete Internet and TV service cutover from Willis to OPO.	
AV System	Work with AV contractor to complete setup of AV infrastructure and program systems.	
Operational Area: User Support		
Operational Manager: Ben Stromberg		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Helpdesk	Researched alternative solutions to enhance current process.	
OneSolution	Gathered information about moving the OS environment in the Cloud.	
Item/Project Area	Quarter 2	
Helpdesk	Obtained quotes and researched potential options for helpdesk replacement.	



OneSolution	Worked with vendor to review broken Cognos reports and strategy for fixing moving forward. Obtained quote for development environment upgrade to 19.2. Worked with F&A to demo 19.2 and develop schedule to implement.	
Item/Project Area	Quarter 3	
Helpdesk	Continued researching new helpdesk application; held training session with each department on how to use VPN; worked with various staff to get remote sessions up and running	
OneSolution/Leave Requests	Developed new strategy for staff submittal of Leave Requests. Implemented Hotfix 49 for test environment; Implement 2020 tax tables and 2019 tax forms; Continue researching OS cloud solution.	
Staff Computing	Develop plan for implementing additional laptops to staff.	
Item/Project Area	Quarter 4 Progress	
Helpdesk	Because of COVID19 and Office closure the implementation of a new helpdesk system has been postponed until December 2020.	
OneSolution Support	Renew support contract for OneSolution through CentralSquare.	
Staff Computing	Order and receive laptop order for phase 1 implementation.	
Item/Project Area	FY21 Quarter 1 Objectives	
Helpdesk	Coordinate with movers to move desk equipment such as desktop PC/laptops, phones, and monitors from Willis to the OPO. Set up workstations for CMAP staff at the OPO.	
OneSolution Support	Move OS environment from Willis to OPO. Verify all processes and services are functional. Continue to be support for any OS issues that arise.	
Staff Computing	Create base image for laptops. Apply base image to 50 laptops and begin coordinating with staff to distribute laptops. Obtain quote for phase 2 laptop implementation for modeling, GIS users and the rest of staff. Begin working with outside vendor for electronic recycling for old CMAP equipment.	
Operational Area: Facilities		
Operational Manager: Matt Rogus		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Document Management	Converted over 933 paper publications to digital documents.	
Furniture & Equipment	Met with IDOT and identified furniture and equipment for pickup.	
Item/Project Area	Quarter 2	
Document Management	Converted 713 paper publications to digital documents	
Offsite Storage	Completed evaluation of vendors and storage costs for Offsite storage services.	
Furniture & Equipment	Began preparing furniture and storage rooms for transfer to IDOT.	
Item/Project Area	Quarter 3	



Document Management	Converted over 814 paper publications to digital documents.	
Offsite Storage	Selected vendor for new offsite storage. Obtained final quote to leave existing offsite storage vendor and move content to new Offsite storage provider.	
Furniture & Equipment	Worked with IDOT to transfer 78 old storage cabinets from CMAP to IDOT.	
Mailing Services	Evaluated options for new mailing services; signed new 3-year lease with new vendor Pitney Bowes.	
Coffee Services & Supplies	Reviewed options for Coffee supplies and services.	
Item/Project Area	Quarter 4 Progress	
Document Management	Converted over 200 paper publications to digital documents.	
Offsite Storage	Finalized contract with new offsite storage vendor (GRM). Because of COVID19 and Office closure these additional activities have been postponed - Coordinate move of existing boxes to new vendor. Submit request to State of Il for eligible items for destruction. Review and purge approved items for destruction.	
Furniture & Equipment	Began preparing furniture for pick up and removal by IDOT in July.	
Mailing Services	Because of COVID19 and Office closure the implementation of new mailing machine has been postponed until September 2020.	
Coffee Services & Supplies	Because of COVID19 and Office closure new coffee services have been postponed. Old coffee and water machines from Willis Tower suite have been returned to vendor.	
Item/Project Area	FY21 Quarter 1 Objectives	
Document Management	If possible continue conversion of paper publications to digital documents.	
Offsite Storage	Continue to work with staff on sending items to offsite storage.	
Furniture & Equipment	Work with IDOT to pickup and remove all of CMAP's furniture out of Willis Tower.	
Mailing Services	Work with vendor to implement new mailing machine. Coordinate return of old mailing machine to vendor.	
Coffee Services & Supplies	Find vendor to provide Coffee vendor services at OPO.	
Operational Area: Freedom of Information Act (FOIA) Response Coordination		
Operational Manager: Matt Rogus		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
FOIA/Information Request	Responded to two (2) external requests and zero (0) FOIA requests.	
Item/Project Area	Quarter 2	



FOIA/Information Request	Responded to two (18) external requests and one (1) FOIA requests.	
Item/Project Area	Quarter 3	
FOIA/Information Request	Responded to forty-one (41) external requests and six (6) FOIA requests.	
Item/Project Area	Quarter 4 Progress	
FOIA/Information Request	Responded to fifty-one (51) external requests and one (1) FOIA requests.	
Item/Project Area	FY21 Quarter 1 Objectives	
FOIA/Information Request	Response to external and FOIA request in a timely, transparent and professional manner.	
Project: Server Infrastructure Virtualization Upgrade		
Project Manager: Lance Tiedemann		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Hardware Procurement	Q1	Report progress in quarterly report due to cyber security concerns
Solution Design and Plan Document	Q2	Report progress in quarterly report due to cyber security concerns
Infrastructure Implementation	Moved to FY21 - Q1	Report progress in quarterly report due to cyber security concerns
Item/Project Area	Quarter 1	
Server Infrastructure Virtualization	This project has been put on hold due to new OPO floor plan scenario reviews and possible changes to the planning of the data center specifications at the OPO.	
Item/Project Area	Quarter 2	
Server Infrastructure Virtualization	Presented VxRail justification to senior management as part of data center strategy.	
Server Infrastructure Virtualization	Provided Dell with a Purchase Order.	
Item/Project Area	Quarter 3	
Server Infrastructure Virtualization	Received VxRail equipment from Dell. Created RFP 237 for colocation data center services to house the new system.	
Item/Project Area	Quarter 4 Progress	
Server Infrastructure Virtualization	Based on responses to RFP 237, selected a colocation facility for housing the VxRail system and selected a mover to move the equipment to the new colocation facility.	
Item/Project Area	FY21 Quarter 1 Objectives	



Server Infrastructure Virtualization	Move VxRail system to the new colocation facility. Work with Dell on installation of new system at colocation data center to house CMAP equipment. Begin moving VMs to new VxRail system.	
Project: Office Relocation and Construction Project		
Project Manager: Matt Rogus		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation – This will be the only IDOT deliverable under this project.
Floor Plan Schematic Design Drawings	Q1	Design Development phase Schematic Floor Plan Drawings
RFP GC Services	Q1	RFP document for GC Services
Data Center Design Plan Document	Q1	Equipment List & Drawings of new Data Center
GC Consultant Selection	Q2	Contract
AV Development Plan Document	Q2	Equipment List & Drawings of Audio-Video for conference rooms
Furniture Design Plan	Q2	Development of Furniture Selection Plan
Construction Documents	Q2	Architectural and MEPFP construction drawings
Construction Permit	Q2	Construction drawing submittal and review by City of Chicago
RFP for Moving Services	Q4	RFP document for Moving Services
Office Build Out	Q4 & FY21 - Q1	Construction of physical office
AV Implementation	Moved to FY21 - Q1	Implementation of AV equipment
Furniture Implementation	Q4 & FY21 - Q1	Delivery of Furniture & Installation
Data Center Implementation	Moved to FY21 - Q1	Implementation of Data Center equipment
Mover Selection	Moved to FY21 - Q1	Contract
Item/Project Area	Quarter 1	
Floor Plan Schematic Design Drawings	Team developed Schematic Floor Plan Drawings however, new leadership requested the team look at several new scenarios.	
RFP GC Services	RFP 220 was posted and seven vendors responded with proposals. Team is reviewing bids.	
Data Center Design Plan Document	Preliminary design and equipment list has been completed. This plan is now being revisited with possible changes to entire floor plan layout changes.	



Item/Project Area	Quarter 2
Floor Plan Schematic Design Drawings	Completed new floor plan scenarios and finalized SDD. Team presented designs to staff.
RFP GC Services	Conducted interviews and selected GC.
Furniture Design Plan & RFP	Developed Furniture Plan and RFP for Furniture.
AV Development Plan Document	Began working with Cresa to review options for AV needs in OPO.
Item/Project Area	Quarter 3
Architect Services	Acquired necessary building permits, worked with MEP and Architect to finalize designs for IT closets including electrical and cooling, Completed development of Construction Documents
GC Services	Worked with GC to evaluate subcontractor bids present to board for approval.
Furniture Design Plan & RFP	Evaluated furniture bids, selected vendor. Develop plan, IFB for ancillary furniture throughout office.
Moving Services	Moved to 4 th Qtr. - Develop RFP for Moving Services
AV Development Plan Document	Worked with team to develop scope of services for AV integrator RFP.
Item/Project Area	Quarter 4 Progress
Architect Services	Acquired building permit for moveable wall in Town Hall, Worked with MEP, GC and Low Voltage contractor to finalize construction drawings and equipment lists for IT closets including electrical and cooling. Worked with team to finalize furniture selections and quantities.
GC Services	GC completed construction of walls, lighting, plumbing, HVAC and began painting.
Furniture Design Plan & RFP	Evaluated ancillary furniture bids, selected vendor, ordered furniture. Began working with vendor and team to implement furniture in new office suite.
Moving Services	Developed RFP 240 for Moving Services
AV Development Plan Document	Worked with team to develop detailed implementation plan for AV integrator, including development of detailed AV Design and Build Plans. Worked with AV integrator to disassemble and move AV equipment from Willis Tower to OPO.
Office Clean Out	Developed schedule and plan for staff to begin packing and cleaning out personal items. Facilities team packed up Finance storage room and sent to offsite storage.
Item/Project Area	FY21 Quarter 1 Objectives
Architect Services	Acquire building permit for moveable wall in Town Hall, Work with MEP, GC and Low Voltage contractor to finalize construction drawings and equipment lists for IT closets including electrical and cooling.

GC Services	Work with GC to implement construction of offices, cubes, conference rooms, etc.
Furniture Design Plan & RFP	Work with vendor and team to implement furniture in new office suite. Receive on invoices.
Moving Services	Evaluate Moving Services bids, select vendor, coordinate with moving company to move office boxes and equipment to OPO.
AV Development Plan Document	Work with AV integrator to implement AV equipment in OPO Town hall, Post Master suite conference rooms and office conference rooms. Test and train on new AV technology and pass knowledge on to staff. Complete in safe and healthy manner.
Office Clean Out	Work with CMAP staff to coordinate pack up of office and prepare for move to OPO.

Finance and Administration Program

Operational Area: Finance and Accounting

Operational Manager: Vacant Controller

Deliverable	Completion Timeline	Comments
BOBs 2832 Reports	Quarterly	Performance and Budget Reports required by IDOT
Agency and Sub recipient Invoices	10 th Day of Month following invoicing period	IDOT Requirement
Single Financial Audits from Sub recipients	Q1	CMAP Sub recipient oversight requirement in grant agreement
Programmatic Risk Assessments (PRAs) from Sub recipients	Q1	CMAP Sub recipient oversight requirement in grant agreement
FY2019 Indirect Rate Plan	Q2	IDOT Requirement
Single Financial Audit	Q2	Not an IDOT Requirement
Employee W2s	Q3	Not an IDOT Requirement
Employee 1095s (ACA)	Q3	Not an IDOT Requirement
Annual Financial Report to the State Comptroller's Office	January 2020	
Item/Project Area	Quarter 1	
BoBs 2832 Report	4th Quarter 2019 reports submitted to IDOT for all eligible projects: FY2019 Operating, FY2019 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects	
Agency and Sub recipient Invoices	IDOT, based on request of UWP partners, have agreed to change the language in the agreements to reflect invoicing requirements up to 60 days.	



	Amendments are being drafted to reflect this change and will be sent to all UWP partners by October 31st.
Single Financial Audits from Sub recipients and PRAs.	Audits required from all UWP partners that receive federal funding in excess of \$750,000. Copies of audit and PRAs will be provided with returned signed contracts. Contracts were delayed due to delay in receiving signed FY20 Operating and Competitive grants from IDOT.
Item/Project Area	Quarter 2
FY2019 Indirect Rate Plan	Completed work with Maximus to determine indirect rate and submitted to IDOT.
Single Financial Audit	Auditor fieldwork completed and draft reviewed at Executive Committee in November.
BoBs 2832 Report	1st Quarter 2020 reports submitted to IDOT for all eligible projects: FY2019, FY2020 Operating, FY2019, FY2020 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects.
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly.
Item/Project Area	Quarter 3
BoBs 2832 Report	2nd Quarter 2020 reports will be submitted to IDOT for all eligible projects: FY2019, FY2020 Operating, FY2019, FY2020 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects completed at the end of January 2020
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly
Single Financial Audit	Final audit reviewed at January 2020 CMAP Board meeting.
Employee W2s	Completed and released to employees by the federal deadline of January 31, 2020.
Employee 1095s (ACA)	Completed and released to employees by the federal deadline of March 31, 2020.
Annual Financial Report to the State Comptroller's Office	Sent to Comptroller's Office in January 2020.
Item/Project Area	Quarter 4 Progress
BoBs 2832 Report	3rd Quarter 2020 reports were submitted to IDOT for all eligible projects: FY2019, FY2020 Operating, FY2019, FY2020 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects completed at the end of April 2020
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly
Indirect Rate Proposals	Complete questions from GATA about FY2019 and FY2020 Indirect Rate proposals. Start process for FY2021 Indirect Rate Proposal
CYEFR	Engaged Sikich to assist in the completion of the Consolidated Year End Financial Report to IDOT. Submission completed



System for Award Management (SAM)	Complete CMAP System for Award Management certification for federal grant awards	
Annual Audit for FY2020	Conduct pre-meeting with Sikich to start the FY2020 audit process and submitted all preliminary documents for auditor review.	
Item/Project Area	FY21 Quarter 1 Objectives	
BoBs 2832 Report	4 th Quarter 2020 reports will be submitted to IDOT for all eligible projects: FY2019, FY2020 Operating, FY2019, FY2020 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects completed at the end of June 2020	
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly	
Indirect Rate Proposals	Continuing process for FY2021 Indirect Rate Proposal	
Annual Audit for FY2020	Work on final audit documents and address requests.	
Operational Area: Procurements, Contracts and Commercial Datasets		
Operational Manager: Penny Dubernat		
Deliverable	Completion Timeline	Comments
BOBs 2832 Report – Deliverables	Quarterly	IDOT Requirement as identified by Grant Agreements
Annual Procurement Training	Q3	Copy of Power point Training to IDOT with memo
Annual Evaluation of Federal and State Grant Agreement Provisions	Q4	IDOT Requirement – Memo to IDOT
Item/Project Area	Quarter 1	
Deliverables	Final Reports were submitted to the Belmont Cragin and Cary Market Analysis projects. Final reports were submitted for the Crash Safety Project in addition to the Existing Conditions Report for Robbins.	
Quarterly Contract Activity	4 RFPs were issued and 1 RFQ. 5 Pre-bid meeting were conducted. A total of 21 responses were reviewed and scored. 4 Justification for vendor selection were reviewed and approved. 9 interviews were conducted. 9 contracts were drafted, 6 board reports, 4 IDOT concurrences were obtained. 5 Concurrence requests were granted, 2 accounting meetings were conducted, 3 IGA's were drafted and 37 contract amendments were drafted and processed. 10 PAO or PAO amendments were reviewed, approved and processed. 142 Procurements were reviewed and approved. 2 procurement orientation meetings were conducted, 13 editions of the Illinois Register were reviewed. Contracts were updated and revisions were made to the format. A new policy for contract concurrence and contract amendment requests was drafted and implemented.	
Item/Project Area	Quarter 2	
Deliverables	Final Reports were submitted for Beecher and the IDOT Safety Project	



Quarterly Contract Activity	6 RFPs were issued and 1 RFQ. 6 Pre-bid meeting were conducted. A total of 18 responses were reviewed and scored. 6 Justification for vendor selection were reviewed and approved. 4 interviews were conducted. 8 contracts were drafted, 6 board reports, 8 IDOT concurrences were obtained. 3 Concurrence requests were granted, 0 accounting meetings were conducted, 3 IGA's were drafted and 13 contract amendments were drafted and processed. 3 PAO or PAO amendments were reviewed, approved and processed. 84 Procurements were reviewed and approved. 0 procurement orientation meetings were conducted, 13 editions of the Illinois Register were reviewed.
Item/Project Area	Quarter 3
Annual Procurement Training	The initial process meeting for revising the procurement process was held.
Contract Activity	5 RFPs were issued and 3 RFQ's, in addition to 3 IFB's. 8 Pre-bid meeting were conducted. A total of 45 responses were reviewed and scored. 11 Justification for vendor selection were reviewed and approved. 2 interviews were conducted. 30 contracts were drafted, 10 board reports were drafted, 4 IDOT concurrences were obtained, IDOT concurrence requests for civil engineering projects will be obtained on a case-by-case basis. 1 IGA was drafted and 3 contract amendments were drafted and processed. 3 PAO or PAO amendments were reviewed, approved and processed. 105 Procurements were reviewed and approved. 0 procurement orientation meetings were conducted, 13 editions of the Illinois Register were reviewed.
Item/Project Area	Quarter 4 Progress
Annual Procurement Training	Deferred until the Procurement Committee adjourned with their recommendations.
Contract Activity	3 RFPs were issued and 2 RFQ's, in addition to 1 IFB's. 4 Pre-bid meeting were conducted. A total of 73 responses were reviewed and scored. 5 Justification for vendor selection were reviewed and approved. 4 interviews were conducted. 70 contracts were drafted, 10 board reports were drafted, 4 IDOT concurrences were obtained. 1 IGA amendment was drafted and 5 contract amendments were drafted and processed. 2 PAO or PAO amendments were reviewed, approved and processed. 30 Procurements were reviewed and approved. 0 procurement orientation meetings were conducted, 12 editions of the Illinois Register were reviewed. 4 vendor concurrence requests were completed, 3 vendor performance reviews were examined, 2 FOIA requests were completed and 1 IGA was amended.
Item/Project Area	FY21 Quarter 1 Objectives
Annual Procurement Training	Procurements I – Micro and Small Procurements and Procurement will be delivered.



Contract Activity	RFPs will be reviewed, edited and released. Contracts will be drafted.	
Operational Area: OneSolution Business Process and Functionality Improvements		
Operational Manager: Accounting, Principal		
Deliverable	Completion Timeline	Comments
Semi Annual Update Report	Q2 and Q4	Purpose is to advise IDOT of changes that are being made to the system to enhance internal controls, accountability and reporting.
Item/Project Area	Quarter 1	
Semi Annual Update Report	Occurs Q2 and Q4.	
Item/Project Area	Quarter 2	
Semi Annual Update Report	Will provide report on upgrades/enhancement made to OneSolution.	
Item/Project Area	Quarter 3	
Semi Annual Update Report	Occurs Q2 and Q4.	
Item/Project Area	Quarter 4 Progress	
Semi Annual Update Report	Enhancements made to OneSolution that include: HOTFIX49 to implement new W4 changes in test environment; coding implemented to expand vacation accruals to exceed 225 hours; and coding implemented to add new FFCRA pay codes for payroll. All HR staff trained in processing payroll and manually entering times cards. All Finance staff training to cancel AP and Payroll checks in OS. New fix will be implemented to auto cancel Payroll checks in OS.	
Item/Project Area	FY21 Quarter 1 Objectives	
Semi Annual Update Report	Issue RFP for consulting firm that will assist with developing the systems business requirements, draft the RFQ for vendor/product selection, draft RFP for project management services and assist in the selection of vendors for the related work.	
Operational Area: Budget Management		
Operational Manager: Angela Manning-Hardimon		
Deliverable	Completion Timeline	Comments
Uniform Budget Template for FY2021 Budget	Q2	
Internal Controls Questionnaire for FY2021 UWP	Q3	



Programmatic Risk Assessment Form for FY2021 UWP	Q3	
FY2021 UWP Budget	Q4	
FY2021 CMAP Comprehensive Budget	Q4	Not an IDOT Requirement
Item/Project Area	Quarter 1	
Uniform Budget Template for FY2021 Budget	NA	
Item/Project Area	Quarter 2	
Uniform Budget Template for FY2021 Budget	Memo issued to leadership outlining the FY2021 budget process and timeline with budget template to compile information. Released November 25 th .	
Item/Project Area	Quarter 3	
Uniform Budget Template for FY2021 Budget	Completed the UPW and Comprehensive FY2021 Budget. Secured UWP Committee approval on UWP budget in March.	
Item/Project Area	Quarter 4 Progress	
Uniform Budget Template for FY2021 Budget	Secured Transportation Committee approval on the FY2021 UWP Budget. Presented draft FY2021 Budget to CMAP Board. Completed draft and final FY2021 UWP Budget for IDOT. FY2021 UWP Budget approved by the Coordinating Committee, CMAP Board and MPO Policy Committee. FY2021 Comprehensive Budget approved by the CMAP Board in June.	
Item/Project Area	FY21 Quarter 1 Objectives	
Uniform Budget Template for FY2021 Budget	Submit Competitive and Operating budgets State for approval. Upload FY2021 Agency budget in the financial software. Complete follow-up FY2019 Indirect Rate requested documentation from IDOT. Conduct all Year End close out activities for FY2020. Execute the FY2021 Competitive and Operating Agreements with IDOT. Execute the UWP agreements with CTA, PACE, Metra, RTA, DuPage, CDOT and COM.	
Operational Area: Project and Performance Management		
Operational Manager: Dan Olson		
Deliverable	Completion Timeline	Comments
Software and Project Management Implementation Vendor Selected	Q2	Not an IDOT Requirement
Deliverables and Performance Measurements Training	Q2	Not an IDOT Requirement



Project Management Procedural Review and Recommendations	Q3	Not an IDOT Requirement
Project Management Software Selected	Q3	Not an IDOT Requirement
Project Management Software Implemented	Q4	Not an IDOT Requirement
Training Plan Developed	Q4	Not an IDOT Requirement
Item/Project Area	Quarter 1	
Project Management Toolkit Launch	Staff held (3) three Intro to Project Toolkit presentations which were attended by multiple staff that lead projects within their respective Divisions. Goal is for all new projects starting in FY20 to be following the processes and procedures laid out in the Toolkit.	
Ongoing Project Management Toolkit – Office Hours	As a follow up to the toolkit, staff began having biweekly “Tool Talks” that focus on one theme or Tool for discussion.	
Item/Project Area	Quarter 2	
Toolkit Intro Videos	Reviewed Camtasia software with IT and began using functionality to test individual recording of videos.	
Project Management Implementation and Software Vendor	Project Charter created and open to feedback. Broader project scope and RFP are on hold until the specific software requirements and priorities are better understood.	
Item/Project Area	Quarter 3	
Toolkit Intro Videos	Intro videos currently on hold. Explore the use of LinkedIn.com as staff training option.	
Project Management Implementation and Software Vendor	Scope and RFP currently on hold. Scope of work for project management software will be included in the ERP project SOW.	
Item/Project Area	Quarter 4 Progress	
Toolkit Intro Videos	Intro videos currently on hold. Staff we able to begin exploring the topic of Project Management through their LinkedIn Learning access.	
Project Management Procedural Review and Recommendations	Financial system RFQ indicated in the OS update above will include integration of a project management tool.	
Item/Project Area	FY21 Quarter 1 Objectives	
Toolkit Intro Videos	Intro videos currently on hold. Continued use of LinkedIn.com as staff training option.	
Project Management Procedural Review and Recommendations	Financial system RFQ indicated in the OS update will include integration of a project management tool.	



Operational Area: External Resources Development and Management		
Operational Manager: Tricia Hyland		
Deliverable	Completion Timeline	Comments
Annual Grant Fraud Training	Q4	IDOT Requirement
Item/Project Area	Quarter 1	
Annual Grant Fraud Training	Completed in Q1	
Quarterly Grant Team Meetings	Quarterly	
Quarterly Reports to Funders	Quarterly, or as required by grantor	
Grant Closeout Survey Pilot	Completed in Q1. Revise process in Q2.	
Grant Life Cycle Process Review and Update	Kick off in Q3.	
Item/Project Area	Quarter 2	
Water Strategy Fund seeking	Submitted three separate Illinois Environmental Protection Agency applications on January 15 th in response to 604B Notice of State Award to support CMAP's water strategy and ON TO 2050 implementation priorities.	
Grant Closeout Meeting	Due to low participation in survey pilot, the grant closeout survey will change format to a grant team meeting with feedback captured in follow up report. Currently in development with Q3 changes to Quarterly Grant Meetings.	
Quarterly Reports to Funders	Completed MacArthur Foundation annual report, IDNR Coastal Grant Management quarterly report, Chicago Community Trust (CCT) final report, and others as required by grantors. CCT grant closed out with partners MMC and MPC. One-year extension request approved for MacArthur grant.	
Review and Update Grant Life Cycle Process	Next phase of Grant Closeout Survey. Comprehensive update in Q3.	
Item/Project Area	Quarter 3	
Comprehensive Grant Life Cycle Update	Establish process for incorporating staff input and leadership direction in next version of Grant Life Cycle Process. This process is now expected to begin in Q4.	
Climate Strategy Development Efforts	Continue to research and assess new funding opportunities for climate work. Noting March 27 th application deadline for Donnelley Foundation. Fund seeking for climate efforts on hold until multi-year climate strategy is finalized.	



Quarterly Reports to Funders/ Grant Application Submissions	Respond to new fiscal and programmatic reporting requirements with state grants (i.e. IDNR, IEPA Indian Creek Project) based on Programmatic Risk Assessment determinations. Submitted IDOT SPR grant application for “CMAP Local Technical Assistance Planning Support” for \$330,000 on March 13. Working with funders such as the MacArthur Foundation and IEPA to assess challenges created by COVID-19 situation.	
Revise Structure of Quarterly Grant Meetings	Grant team meetings for all external grant teams will be combined into a single meeting versus individual meetings as a pilot to provide added value in sharing grant management best practices. The transition to multi-grant meetings is currently on hold as office adjusts to remote work. Quarterly grant meetings continuing “as-is”.	
Item/Project Area	Quarter 4 Progress	
Update Grant Fraud Training	Complete update of grant fraud training for all staff in Q4. This training is required by IDOT and shared with staff each August.	
Quarterly Reports to Funders/ Grant Application Submissions	Serve as liaison to external funders and respond to all fiscal and programmatic reporting requirements required by state and philanthropic grants. Continue to work with funders to communicate agency challenges and unique needs caused by the COVID-19 situation.	
Item/Project Area	FY21 Quarter 1 Objectives	
Update Grant Fraud Training	As required by IDOT, this updated annual training will be shared with staff late August with completion forms. The updated training will also be provided to new staff as part of onboarding process.	
Quarterly Reports to Funders/ Grant Application Submissions	Serve as liaison to external funders and respond to all fiscal and programmatic reporting requirements required by state and philanthropic grants. Continue to work with funders to communicate agency challenges and unique needs caused by the COVID-19 pandemic. An annual report will be due to MacArthur Foundation by 10/1/2020 along with regular quarterly reports to state funders as required by GATA.	
Human Resources and Administration Program		
Operational Area: Benefits Administration		
Project Manager: Antoinette Murril		
Deliverable	Completion Timeline	Comments
457 Deferred Compensation Benefit Educational Seminars	Quarterly	Not an IDOT Requirement
FY2020 Benefits Package (Medical,	Q1	Not an IDOT Requirement



Dental, Vision and Insurance)		
Benefits Open Enrollment Meeting	Q2	Not an IDOT Requirement
Annual Benefits Study	Q4	Not an IDOT Requirement
Item/Project Area	Quarter 1	
457 Plan	Employee meeting with Mesirow advisors to learn about new account management option “myFinancial Future and Online Advice;” attended by 14 employees; in addition, 12 employees scheduled individual meetings.	
Benefits	Employee census prepared and submitted to Assurance.	
Item/Project Area	Quarter 2	
Benefits	Review 2019 benefit renewal; plan design, premiums, employee / employer contributions: late October – early November; well attended open enrollment / wellness fair with providers and other resources early December. Open enrollment completed.	
Item/Project Area		
Compensation Study	Worked with leadership to update employee information and calculations for completion of the compensation study.	
Benefits	Staff completed training on the new FFCRA to implement Sick Time and Expanded FMLA.	
Item/Project Area	Quarter 4 Progress	
Personalized Benefit Statements	Prepare and distribute to all employees a personalized benefit statement showing Total Compensation (all amounts paid by CMAP) for each employee to include compensation study updated information.	
Benefits	Meeting with Mesirow to provide update on the COVID-19 impact on the 457-plan performance and to discuss new products/service opportunities. Staff completed training on the new FFCRA to implement Sick Time and Expanded FMLA. Made appropriate changes to OS to implement new pay types. Posted required notification to staff. Created forms for staff to apply for Sick Time and Expanded FMLA. Managing Q&A from staff on FFCRA benefit.	
Item/Project Area	FY21 Quarter 1 Objectives	
Personalized Benefit Statements	Prepare and distribute to all employees a personalized benefit statement showing Total Compensation (all amounts paid by CMAP) for each employee to include compensation study updated information. Process to be reviewed by new HR Director to explore timing being more linked to the COLA increases in September.	
Benefits	Schedule meeting with Assurance to discuss medical, dental and vision plan design for the upcoming enrollment period and to plan open enrollment activities. Also, schedule meeting with ERS for meet and greet with New HR Director and to discuss the program going forward.	



Operational Area: Diversity and Inclusion		
Operational Manager: Antoinette Murril		
Deliverable	Completion Timeline	Comments
n/a	n/a	n/a
Item/Project Area	Quarter 1	
DIWG	Prioritize draft workplan: identifying FY20 and longer-term initiatives, resources and synergies.	
Item/Project Area	Quarter 2	
DIWG	Employee participation in Beyond Diversity: Courageous Conversations training sessions. Employee group visits to the Undesign The Redline exhibit. Employee participation in CPS / Urban Alliance College Essay Day. Workplan refinement based on prioritization; planning workshops.	
Item/Project Area	Quarter 3	
DIWG	Provided inclusive DIWG channel within All-Agency Teams channel.	
Training	Researched and initiated contact with multiple diversity, equity, and inclusion training professionals to collect proposals and ultimately provide training for all staff.	
Item/Project Area	Quarter 4 Progress	
DIWG	Continue to offer DIWG opportunities remotely through Teams channel.	
Training	Final DEI training held in June 2020.	
Item/Project Area	FY21 Quarter 1 Objectives	
DIWG	Continue to offer DIWG opportunities remotely through Teams channel.	
Training	Four DEI training sessions complete for FY'21.	
Operational Area: Employee Relations		
Operational Manager Antoinette Murril		
Deliverable	Completion Timeline	Comments
Merit Increase and Promotion Letters	Q1	Not an IDOT Requirement
Guidelines for Mid-Year Check In Meetings	Q2	Not an IDOT Requirement
Guidelines for Annual Performance Evaluation Process	Q3	Not an IDOT Requirement
Management Training on Annual Performance Evaluation Process	Q3	Not an IDOT Requirement
Item/Project Area	Quarter 1	
Performance Management	Performance reviews for 84 employees reviewed, edited and delivered, including 6 promotions; merit increases planned, implemented and	



	communicated through individual memos. Conducted analysis of historical merit and promotion practice; developed alternate scenarios based on budget constraints.	
Item/Project Area	Quarter 2	
Performance Management	Performance management and development framework project.	
Item/Project Area	Quarter 3	
Performance Management	Performance management and development framework project.	
Item/Project Area	Quarter 4 Progress	
Performance Management	Meetings conducted with Staff on PE process. Staff to complete career letter for discussions with managers.	
Item/Project Area	FY21 Quarter 1 Objectives	
Performance Management	Completion of career framework and PE process. COLA complete.	
Operational Area: Human Resources Policy Development		
Operational Manager: Antoinette Murril		
Deliverable	Completion Timeline	Comments
FY2020 Personnel Handbook Released	Q1	Not an IDOT Requirement
Management Training on FY2020 Personnel Handbook	Q1	Not an IDOT Requirement
Employee Training on FY2020 Personnel Handbook	Q1	Not an IDOT Requirement
Management Association HR Check-Up Review of CMAP Polices	Q3	Not an IDOT Requirement
Item/Project Area	Quarter 1	
Employee Handbook	Pending outcomes of visioning and employee engagement sessions.	
Item/Project Area	Quarter 2	
Employee Handbook	Updated Flexible Work Arrangements policy, incorporating employee feedback. Created new Employee Appreciation & Recognition policy, incorporating employee feedback. Introduced streamlined policy format and revision tracking process.	
Item/Project Area	Quarter 3	
Employee Handbook	Holland & Knight provided draft of CMAP new employee handbook to review and provide updates. Holland & Knight reviewed and provided updates to CMAP.	
Item/Project Area	Quarter 4 Progress	
Employee Handbook	HR director hired 6/22. Work to begin on employee handbook.	
Item/Project Area	FY21 Quarter 1 Objectives	



Employee Handbook	HR review complete. Begin discussions with DED on policy decisions.	
Operational Area: Recruitment and Training		
Operational Manager: Antoinette Murril		
Deliverable	Completion Timeline	Comments
n/a	n/a	n/a
Item/Project Area	Quarter 1	
Recruitment	<u>Sourcing for vacancies:</u> Associate Analyst - Policy; Assistant Analyst – TIP; Senior Digital Communications. <u>Placements:</u> Principal, Planning R & A; Assistant Analyst R & A; AP Specialist.	
Item/Project Area	Quarter 2	
Recruitment	<u>Sourcing for vacancies:</u> Assistant Analyst – TIP (2); Senior Digital Communications; Associate Designer; Associate HR Generalist; Principal, Communications; Engagement Associate. <u>Placements:</u> Associate Analyst – Policy; Associate Planners (2);	
Item/Project Area	Quarter 3	
Recruitment	Sourcing for vacancies: HR Director; Policy Principal; Planning Principal; Associate HR Generalist; Accounting Associate; Assistant Planner (2); Communication Senior (2); Senior Analyst (2); Interns (various) Placement: Engagement Associate (2); Associate Designer; Digital Communications Senior; Assistant Analyst - TIP (2); Transportation Intern; Urban Alliance Intern; Peters’ Fellow; NUPIP Fellow; Communications Principal	
Item/Project Area	Quarter 4 Progress	
Recruitment	Filled: Comm Sr., Comm Princ., 11 interns, 2 Fellows, HR director, Sr. Policy, Assoc. Policy	
Item/Project Area	FY21 Quarter 1 Objectives	
Recruitment	Open reqs: HR Generalist; Sr. Comms; Accounting Assoc.; Policy Analyst; Asst. Analyst	

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The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners developed and are now implementing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.